

MAGIQ DOCUMENTS

ELECTRONIC DOCUMENT & RECORDS MANAGEMENT



Smart, secure, simple records management in the cloud

MAGIQ Documents is a cloud-based Electronic Document and Records Management System (EDRMS) designed for councils and public sector organisations.

It helps you capture, store, and manage all your critical business documents in one secure place - making compliance easier, reducing risk, and improving efficiency across your organisation.

Why MAGIQ Documents?

One central source - Store all documents, records, and emails in a single, searchable repository.

Reduce risk - Meet governance and compliance obligations with full audit trails and version control.

Work anywhere - Access documents from desktop, tablet, or phone with a modern mobile app.

Fast adoption - Simple, intuitive design means staff enjoy using it, boosting productivity.

Seamless integration - Connect easily with Outlook, Word, Excel, and other business systems.

Key Capabilities

Document Management

Securely store and manage all documents, with automated workflows, forms, and version control. Staff can collaborate easily, access information on any device, and capture data at the source.

Records and Compliance

Stay compliant with industry standards and government regulations. MAGIQ Documents manages the full records lifecycle - from capture and retention to disposal - with full audit trails and metadata for accountability.

Community Documents

Give stakeholders instant, secure access to authorised documents without endless email chains. Share agendas, reports, contracts, and forms online, knowing everyone is working from the latest version.

Digital Signatures

Integration with Secured Signing enables secure digital signatures.

The MAGIQ Documents Advantage

Eliminate silos and scattered file shares.

Save time with automated workflows and document generation.

Ensure compliance with ISO, PROV, NZ Archives, SOX, HIPAA, SEC, and more.

Improve service delivery with easier access for staff, partners, and the community.

Enjoy peace of mind with secure AWS cloud-based storage.