Document management

At the Jade University of Applied Sciences, document management is carried out with the help of the product „d.3“ from the company d.velop. The university computer centre is responsible for the technical operation of the system. The institutions using the system are responsible for the content.

The following functionalities are provided:

- Document management as an archiving system
- Research, display and editing of documents via PC client
- Research and presentation via web and PC client
- Connection of the d.3 authorisation administration to the user administration of the Jade University of Applied Sciences

You can find the document management system of Jade University of Applied Sciences at https://dms.jade-hs.de. Log in with your user name.

For more information on its introduction and use, please contact Division 3 – Internal Services and Occupational Health – Department 3.1 – Quality Management and Organizational Development.

If you have any questions about the document management system, write here an e-mail to the University Computer Centre.

Document entry

If you belong to the group of document creators, we recommend using the PC client.

PC network system (ZENworks)

If you have a PC in the PC network system, you will find the PC client in the ZENworks software distribution of the University Computer Centre.

Without a PC network system (notebooks, home office, etc.)

In this case, you access the PC client via a virtual desktop at Jade University.

Scanner settings

Please set your scanner as follows so that the created PDF is searchable in the DMS. This is a prerequisite for the text recognition functions and a full text search in the document.

- Straighten automatically: activated
- File type: Searchable PDF, OCR
- OCR-language: German

- Resolution: 300dpi
- Color/black: Auto detect color/black
- Suppress blank pages: activated

From:
https://hrz-admin-wiki.jade-hs.de/ - **HRZ-Admin-Wiki**

Permanent link:
https://hrz-admin-wiki.jade-hs.de/en/tp/dms/start

Last update: **2026/04/24 13:56**