

# Ngā Kete Quick Guide

Ngā Kete makes it easy for you to access relevant material across multiple websites, both public and private, all from one central site. Ngā Kete is designed to help personalise your online experience with the Tertiary Education Commission (TEC) and allows you to securely browse and search for information simultaneously across multiple sources. Continue to use existing systems (SDR, ITR or Workspace 2) when you need to submit data or information to the TEC.

## Information sources

Search for information from multiple sources:

### Public sources:

- TEC website
- TEC Careers website
- Pathways Awarua website
- Skills Highway website
- Education.govt.nz
- Literacy and Numeracy for Adults website
- Inspiring the Future website

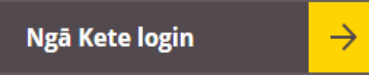
### Secure and private to each TEO:

- Workspace 2
- Information Product Library

Browse the subject hierarchy for specific documents and links to external websites (MBIE, Treasury etc).

## How to access Ngā Kete

To open Ngā Kete click on the Ngā Kete login button found on the front page of the TEC website:

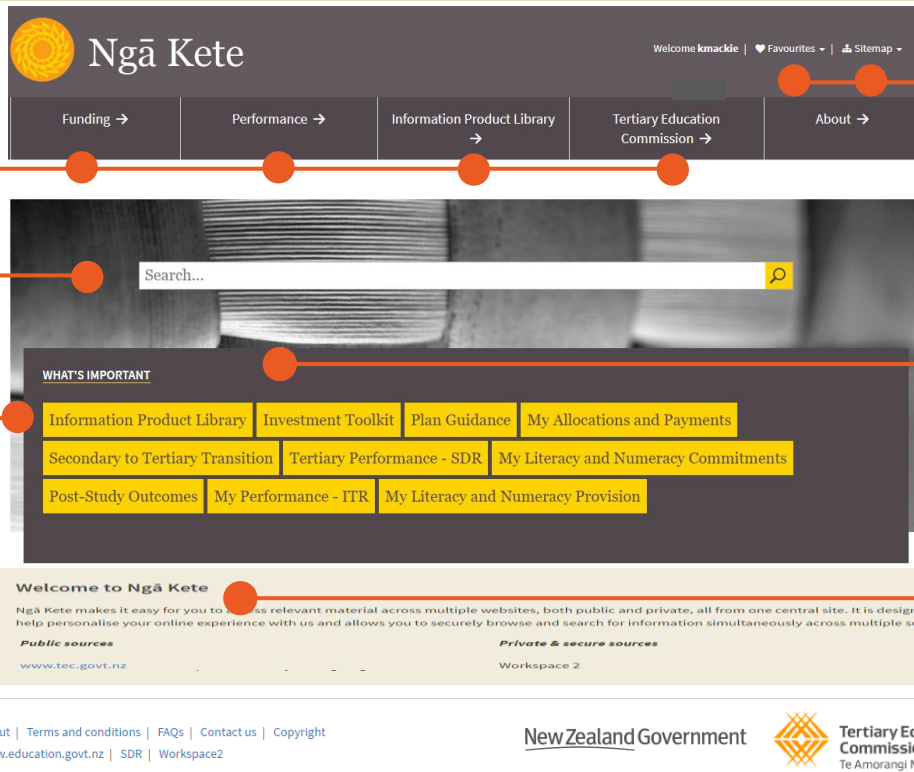


Use your Education Sector Logon to get access.

## Where to find the Qlik apps in Ngā Kete

Once you have logged in to Ngā Kete, access the Qlik apps by clicking on the Information Products library button, found on the front page of the Ngā Kete website.

## What you will find on the home page of Ngā Kete



Browse for information by clicking on a subject area.

Search for information by typing in a key term and pressing Enter.

Information Product Library for access to Qlik Apps

About: Purpose of Ngā Kete.

Terms of use: Detail on legal, privacy and copyright information.

Contact us: Form to provide feedback/questions.

Useful website links: link directly through to SDR or Workspace 2 without logging in again.

Favourites: View and manage your saved search criteria or document links.

Sitemap: A list of Ngā Kete pages.

What's important: Find the links that are most relevant to the current business cycle, and analysis reporting.

You'll find links to useful information posted here.

## Use the search box when you know the key terms that describe what you are looking for

Wild card search: You can search by using an \* at the end of a string of letters e.g. Searching for fund\* will return any words starting with fund, including funds, funding, etc.

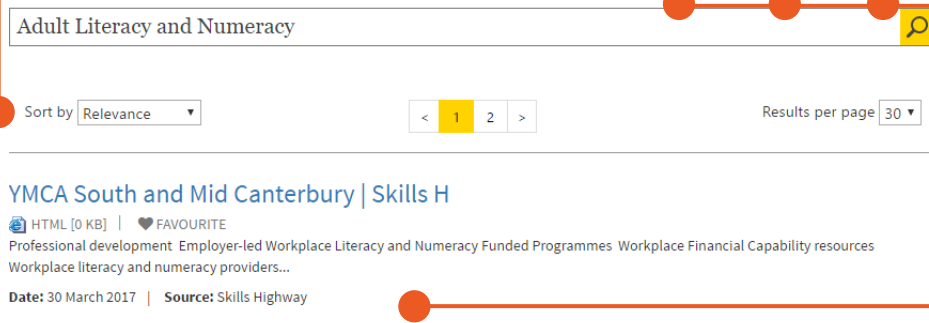
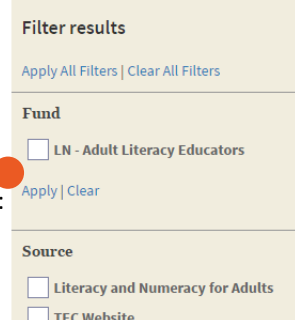
## Results

Sort your results by the following criteria:

- relevance
- date (newest or oldest)
- lifetime views
- recent views

Refine your results by filtering on:

- sub sector
- fund
- source



FAVOURITE RATE HELP

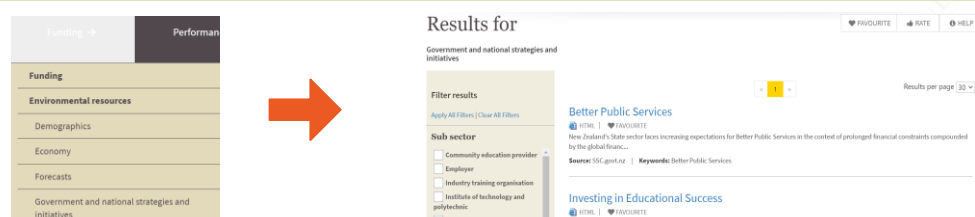
Save your results list as a favourite, rate the result, or view help text.

Search results will be displayed based on the following:

- Title
- Metadata (terms used in the document properties)
- Terms in the content of the document.

## Use the subject areas to browse for information when you broadly know what you are trying to find

For example: click on one of the top menu options (E.g. Funding) and then use the drop down menu to refine further. The option to refine further will disappear when you have drilled down as far as you can go. Filter the results using one or more of the filters outlined above.



For support contact TEC Sector Helpdesk: phone 0800 601 301 or email: customerservice@tec.govt.nz