

SATERN Job Aid

SATERN Admin Job Aid for Configuring Report Filters by Domain Updated April 25, 2018

Audience:	This job aid is for use by National Aeronautics and Space Administration (NASA)
	personnel with Administrator access to the System for Administration, Training,	and
	Educational Resources for NASA (SATERN).	
Purpose:	This job aid provides instructions for you to configure report filters by domain.	
Tasks:	Click the following links to access the needed instruction:	
	Task A – Logging Into the Learning Page	2
	Task B – Accessing Reports	2
	Task C – Filtering Reports by Domain	3

Task A – Logging Into the Learning Page

Go to <u>satern.nasa.gov</u> and click the **Launch SATERN** button.

Figure 1: Launch SATERN Button



Your My Learning (SATERN) page is displayed.

Task B – Accessing Reports

1. From the **My Learning (SATERN)** page, click the **Learning (SATERN)** drop-down menu, and select the **SATERN Admin** option.

Figure 2: SATERN Admin Option



2. At the top right corner of the Admin page, click the **Reports** button.

Figure 3: Admin Page Reports Button

-	NASA
	0 🔎 📥
	References Reports
	0

3. From the **Reports** page, select the desired report.

Figure 4: Reports Page



4. Proceed to Task C, Filtering Reports by Domain.

Task C – Filtering Reports by Domain

Note: When configuring report filters to filter by Domain, the viewable list of search results can be confusing. After the migration, the Domains were adjusted to be more in line with NASA's Org structure so that there is a hierarchy in SATERN.

1. From the selected report filter settings page, click the **Learner Search field Filter** icon. (For this instruction, the Account Data Summary Report is used as an example.)

Figure 5: Run Account Data Summary Report Screen Showing Filter Icon

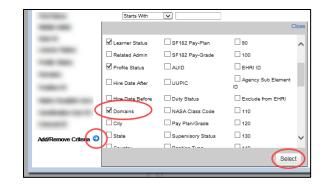
Run Account Data	Summary (CSV)
Report Destination:	Local File 🔽
Report Format:	CSV
CSV Report Delimiter:	Comma (,)
,	Mask Learner IDs
Case sensitive search:	○ Yes ● No
Learner Status:	Active Not Active Both
Learner:	Exact V
	Run Report Schedule Job Save Report Reset

The Learner Filter for Account Data Summary (CSV) pop-up window is displayed.

- 2. Check to see if the **Domains** field is displayed on your pop-up window.
 - a. If the **Domains** field is displayed, proceed to Step 3.
 - b. If the **Domains** field is not displayed, click the **Add/Remove Criteria** arrow icon, click

to select the **Domains** option, then click the **Select** button.

Figure 6: Add/Remove Criteria Screen Showing Domains Option



3. Click the **Domains field Filter** icon.

Figure 7: Learners Filter For Account Data Summary Window Showing Domains Filter Icon

Account Data Sum	mary (CSV)		Θ	
		Filter: 0 Learners	Submit Filter	
Learners Filter For A	ccount Data Summary (CSV)			
applies to criteria typed in. Be	ch below. The search is case sensitive by a aware of case insensitive search could tak		insensitive search which	_
Search Learners				
		Search Subr	mit Criteria Reset	
Case sensitive search:	○ Yes ● No			
Learner ID:	Starts With			
Last Name:	Starts With			
First Name:	Starts With 🗸			
Learner Status:	Active O Not Active O Both			
Hire Date After: (MM/DD/YYYY)	/99993			
Domains:	Starts With	— T 🔶		
Organizations:	Starts With	T		
Items Completed:	Exact V Type:	▼ ▼		
For Credit:	${\ensuremath{ \bullet }}$ For Credit \bigcirc Not For Credit	O No History		
Items Needs:	Exact V Type:	▼		
Required After:	ID:			

The Domains Filter For Learners pop-up window is displayed.

4. In the **Domain ID** field, type the desired **Domain ID**, and click the **Search** button.

Figure 8: Domains Filter For Learners Window Showing Domain ID Field and Search Button

looouni bulu ouni	mary (CSV)				
			Filter: 0 E	Domains	Submit Filter
Domains Filter For Le	amers				
pplies to criteria typed in. Be a Search Domains			ie long time.		
Case sensitive search: Domain ID:	○ Yes ● N Starts With	IO GRC-B	-		
Description:	Starts With	~			
Add/Remove Criteria 😌		_	Search	Submit Criteria	Reset

Results are displayed in hierarchical view.

5. To select records to include in your filter, you can either select the entire structure by checking the **Top Level** and **Include Sub Domains** check boxes or you can drill down to select individual subdomains. Also note that the same Level 3 domain is listed in the results a little lower down the list. You can select the top level and subdomains there rather than drilling down from the top level (GRC-B000). These are not separate domains, but they are made available in the search results as a quicker route to your desired selections.

> **Note:** There are some domains that are no longer being used and will eventually be moved so that they do not show in the search results.

Figure 9: Domains Filter For Learners Window Showing Filter List Options

As you select records and return to your bas	to include in your filter, they will appear in the Filter List. Select se search criteria	t Submit Filter when	n ready to subn	nit the filter
< Search Again				
		A	dd to Filter	Reset
Records per Page 100	V (26 total records)		Select A	I / Deselect Al
				Include
ID	Description	Levels	Top Level	Domains
GRC-B	Office of the Chief Financial Officer	2		
GRC-8000 🗉	OFFICE OF THE CHIEF FINANCIAL OFFICER	2		
GRC-BA00	INSTITUTIONAL RESOURCES ANLS DIV	3		
GRC-BC00	COST & ECONOMIC ANALYSIS OFFICE	3		
E GRC-BF00	ACCOUNTING & FINANCIAL ANALYSIS DIV	3		
E GRC-BI00	MISSION SUPPORT/INTEGRATION DIVISION	3		
E GRC-BR00	RESOURCES ANALYSIS DIV	3		
GRC-B2		0		
GRC-BA	Institutional Resources Analysis Division	2		
E GRC-BA00	STITUTIONAL RESOURCES ANLS DIV	3		
GRC-BAC0	CENTER OPERATIONS BRANCH	4		
GRC-BAI0	INST INTEGRATION & WORKFORCE BRANCH	4		
GRC-BC	Cost & Economic Analysis Office	2		
GRC-BC00	COST & ECONOMIC ANALYSIS OFFICE	3		
GRC-BF	Accounting & Financial Analysis Division	2		

- 6. After selecting the desired options, click the **Add to Filter** button.
- 7. Click the **Submit Filter** button. The Learners Filter for Account Data Summary Window is displayed.
- 8. Click the **Submit Criteria** button. You will return to the main Report Filter screen.

Figure 10: Location of Submit Criteria Button

	mary (CSV)	I @ I
	Filter: 0 Learners	Submit Filter
Learners Filter For A	ccount Data Summary (CSV)	
	ch below. The search is case sensitive by default. You can choose case insensiti aware of case insensitive search could take long time.	e search which
Search Learners		
	Search Submit Crite	ria A anta
Case sensitive search:	○ Yes ● No	
	Starts With 🔽	
Learner ID:		
Learner ID: Last Name:	Starts With	
	Starts With V Starts With V	
Last Name:		

9. Click **Run Report** to execute the report.

Figure 11: Location of Criteria Specified Field and Run Report Button

CSV V
Comma (,) 🔽
Mask Learner IDs
○ Yes ● No
Active Not Active Both
[Criteria Specified] 🍸 🝸