



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

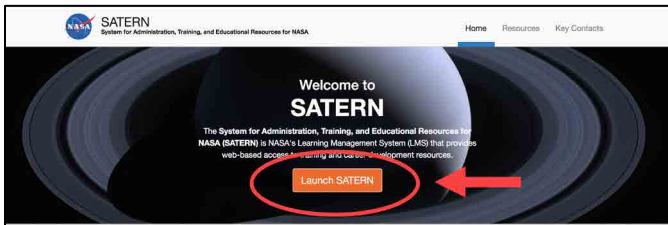
Task B – Accessing Reports 2

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Task A – Logging Into the Learning Page

Go to satern.nasa.gov and click the **Launch SATERN** button.

Figure 1: Launch SATERN Button

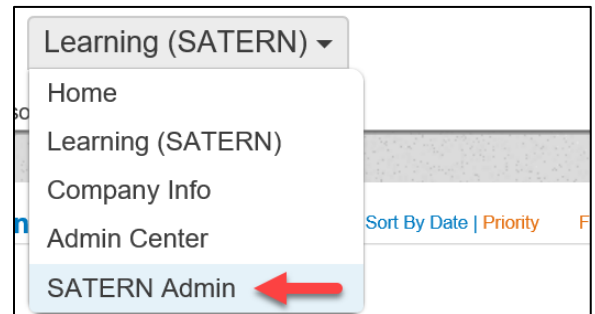


Your My Learning (SATERN) page is displayed.

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



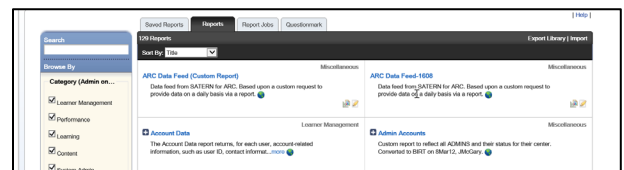
2. At the top right corner of the Admin page, click the **Reports** button.

Figure 3: Admin Page Reports Button



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

Figure 4: Reports Page



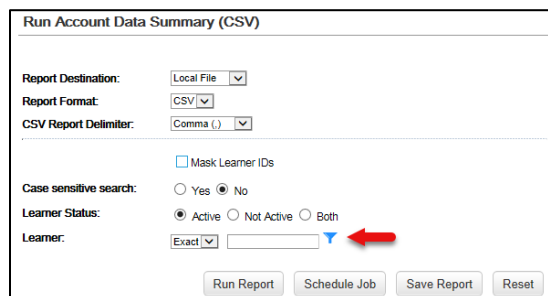
4. Proceed to Task C, Filtering Reports by Domain.

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

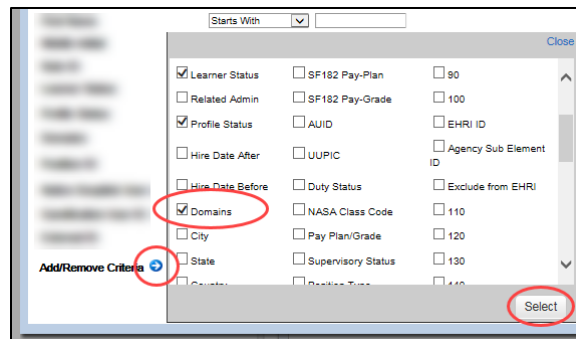


The Learner Filter for Account Data Summary (CSV) pop-up window is displayed.

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

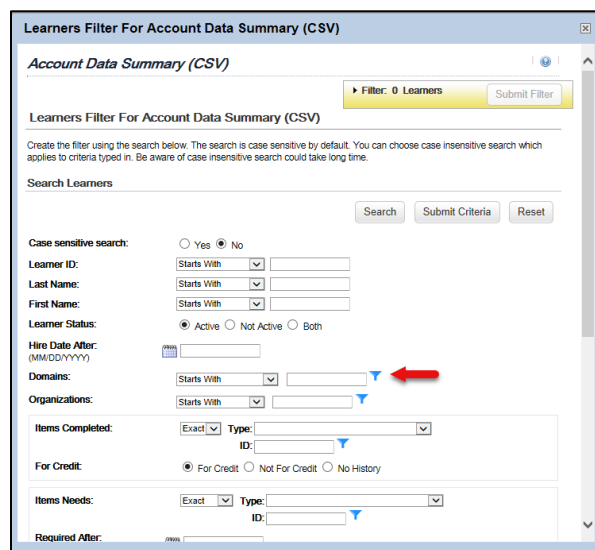
to select the **Domains** option, then click the **Select** button.

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



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

- 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

Results are displayed in hierarchical view.

- 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

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

Figure 10: Location of Submit Criteria Button

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

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