SATERN Administrator Job Aid for
Using the Supervisor By-pass Flag Filter
Updated December 1, 2020

**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 search for employees according to whether the Supervisor By-pass Flag is set or is not set.

- **Set:** When an employee’s Supervisor By-pass Flag is set, SATERN will ignore any updates to the employee’s supervisor that are automatically sent to SATERN.

- **Not Set:** When an employee’s Supervisor By-pass Flag is not set, SATERN will update any changes to the employee’s supervisor that are automatically sent to SATERN.

The Supervisor By-pass Flag is used to prevent automatic updates to an employee’s supervisor. The flag is set on an individual employee’s record for a specific purpose.

**Tasks:**
Click the following links to access the needed instruction:

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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 SATERN Admin Page from Your Learning Page**

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

*Figure 2: SATERN Admin Option*

Your SATERN Admin page is displayed.

*Figure 3: SATERN Admin Homepage*
Task C – Checking and Setting Filter Criteria to View Supervisor By-pass Flag Field

1. From your SATERN Admin page, click the People drop-down menu. Then click the Learners option.

   Figure 4: SATERN Admin Page Showing the People Drop-down Menu and Learners Option

2. From the People drop-down menu, in the Learners search screen, check to see if the Supervisor By-pass Flag field is displayed.

   a. If the Supervisor By-pass Flag field is displayed, proceed to Task D, Searching with Desired Filter Criteria.

   b. If the Supervisor By-pass Flag field is not displayed, at the bottom of the list of filter fields, click the Add/Remove Criteria arrow icon, click to select the Supervisor By-pass Flag option, then click the Select button.

   Figure 5: Learners Search Screen Showing Filter Fields
After clicking the Select button, you are returned to the Learners search screen, and the Supervisor By-pass Flag field is visible.

Note: As with the other search filter options, the Supervisor By-pass Flag field remains visible until you use the Add/Remove Criteria arrow icon and deselect the field.
**Task D – Searching with Desired Filter Criteria**

**Note:** Remember, it is always better and more accurate to use the filter icon (ידי) to narrow your search. For any field with a filter icon, click the icon, select the desired options, click the Add to Filter button, then click the Submit Filter button.

1. Click the Supervisor By-pass Flag field Filter icon.

![Figure 8: Supervisor By-pass Flag Field Filter Options Pop-up Window](image)

2. Do you want to search for learners who have the Supervisor By-pass Flag set or not set?
   a. To search for learners whose Supervisor By-pass Flag is set (i.e., automatic updates for the learner’s supervisor are bypassed/ignored), click the Yes option.
   b. To search for learners whose Supervisor By-pass Flag is not set (i.e., automatic updates for the learner’s supervisor are accepted), click the No option.

3. Click the Add to Filter button then the Submit Filter button.

4. From the Learners search screen, use the desired fields to enter any additional search criteria that will facilitate your search (e.g., Center or Domain ID).

   Unless you wish to see everyone in a Center or Domain, use the Employee Types field Filter icon to select the Civil Service Employee option or the Contractor option.

![Figure 9: Employee Types Field Filter Options Pop-up Window](image)

5. To remove any inactive records from the search results, ensure that the Learner Status field is set to the Active option (this may be your default setting).

![Figure 10: Learner Status Field Showing Active Option Selected](image)
6. After selecting all the desired search criteria, click the **Search** button at the bottom of the screen.

If there are results, you can save this search to make it repeatable, and you can export the results to a .csv file (Refer to Task E, Saving a Search, and Task F, Exporting a Search).

### Task E – Saving and Locating a Saved Search

1. To save the search, click the **Save As** button.

   **Figure 11: Learners Search Results Screen Showing Save As Button**

2. From the Saved Searches screen, in the **Saved Search ID** field, type a name for the search that clearly describes the search. You may also type a description of the search in the **Description** field. Then click the **Submit** button.

3. From the **Learners Search** screen, click the **Save** button.

4. After you have saved a search, a new link is displayed, allowing you to use that search in the future. From the **Learners Search** screen, click the **Saved Searches** drop-down arrow, then select the desired saved search.
Figure 12: Learners Search Screen Showing Saved Searches Drop-down Arrow

Task F – Exporting a Search

1. To export a search to a .csv file
2. From the search results page, click the Download Search Results link

Figure 13: Learners Search Results Screen Showing the Download Search Results Link

3. After downloading, depending on your browser settings, you may need to click to open the report, or it may automatically open. Save the downloaded report to the desired location with a file name that describes the file better than the default name.