



# SATERN Job Aid

## **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.

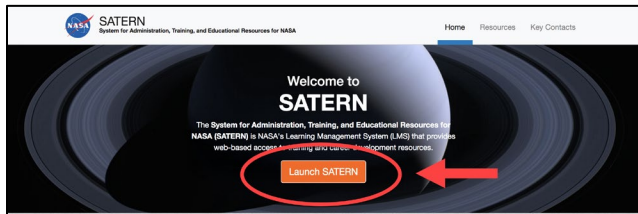
**Tasks:** Click the following links to access the needed instruction:

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## Task A – Logging into the Learning Page

Go to [saturn.nasa.gov](https://saturn.nasa.gov), and click the **Launch SATERN** button.

Figure 1: Launch SATERN Button

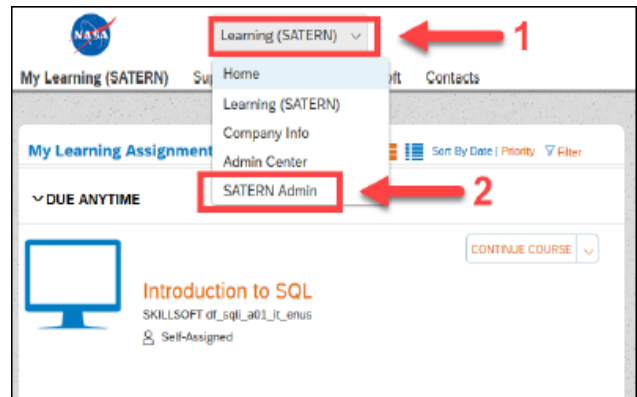


Your My Learning (SATERN) page is displayed.

## Task B – Accessing SATERN Admin Page from Your Learning Page

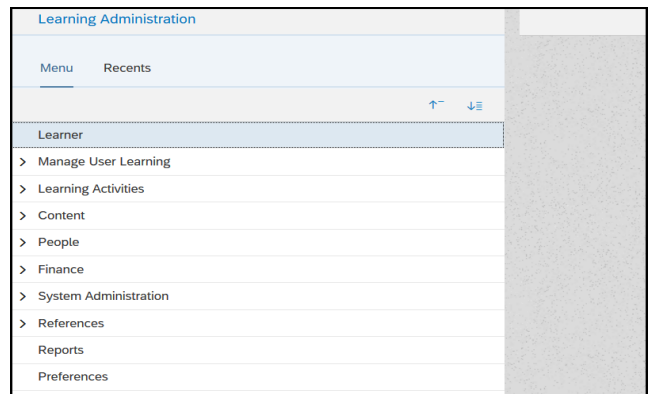
From the **My Learning (SATERN)** page, click the **Learning (SATERN)** drop-down menu, and select the **SATERN Admin** option.

Figure 2: SATERN Admin Option



Your SATERN Admin page is displayed.

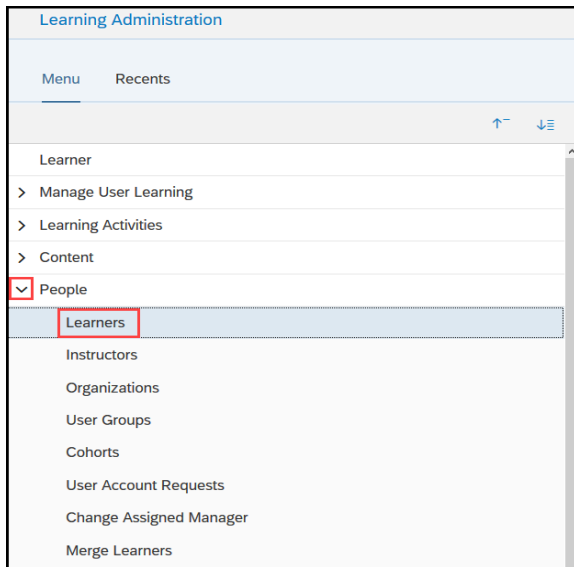
Figure 3: SATERN Admin Homepage



## 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.

Figure 5: Learners Search Screen Showing Filter Fields

The screenshot shows the 'Learners' search screen. At the top, there is a 'Search' bar and an 'Add New' button. Below this, there is a 'Saved Searches' section. The main area contains a list of filter fields: 'Learner ID', 'External ID', 'Last Name', 'First Name', 'Middle Name', 'Learner Status', 'Security Domains', 'Organizations', 'Employee Types', 'Curricula', 'Managers', 'UUPIC', 'Company Name', 'Last Email Address', and 'Center'. Each field has a 'Starts With' dropdown and a text input field. A red box highlights the 'Case sensitive search' section, which includes a radio button for 'Yes' and a selected radio button for 'No'. At the bottom, there is an 'Add/Remove Criteria' button and 'Search', 'Save As', and 'Reset' buttons.

- 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 6: Add/Remove Criteria Window Showing Supervisor By-pass Flag Option and Select Button**

**Learners** Search Add New

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Search Save As Reset

Case sensitive search: ☐ Yes ☒ No

Learner ID: Starts With

External ID: Starts With

Last Name: Starts With

First Name: Starts With

Middle Name: Starts With

Learner Status: ☒ Active ☐ Not Active ☐ Both

Security Domains: Starts With

Organizations: Starts With

Employee Types: Starts With

Curricula: Starts With

Managers: Starts With

UUPIC: Starts With

Supervisor By-pass Flag: Starts With

Company Name: Starts With

Last Email Address: Starts With

Center: Starts With

Add/Remove Criteria

Close

☐ Competency ☐ Degree Level ☐ FAC-C

☐ Completed Items ☒ Supervisory Level Code ☐ Organization Title

☐ Items Needs ☒ Supervisor By-pass Flag ☒ Center

☐ Items Requests ☒ Company Name ☐ IT Risk Level

☐ Employee Statuses ☒ Last Email Address ☐ Physical Risk Level

☒ Employee Types ☐ COTR ☐ Official Supervisor

☐ Job Locations ☐ Occupational Series Code ☐ Funding Center

☐ Job Codes ☐ Company Org Code ☐ Is Full-Time

☐ Alternate Job ☐ Alternate Job

Select

**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.

After clicking the **Select** button, you are returned to the **Learners** search screen, and the **Supervisor By-pass Flag** field is visible.

**Figure 7: Learners Search Screen Showing “Supervisor By-pass Flag” Option**

**Learners** Search Add New

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Search Save As Reset

Case sensitive search: ☐ Yes ☒ No

Learner ID: Starts With

External ID: Starts With

Last Name: Starts With

First Name: Starts With

Middle Name: Starts With

Learner Status: ☒ Active ☐ Not Active ☐ Both

Security Domains: Starts With

Organizations: Starts With

Employee Types: Starts With

Curricula: Starts With

Managers: Starts With

UUPIC: Starts With

**Supervisor By-pass Flag: Starts With**

Company Name: Starts With


Last Email Address: Starts With

Center: Starts With

Add/Remove Criteria

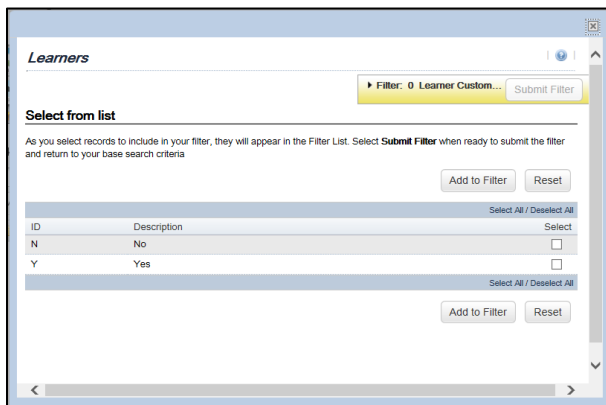
Search Save As Reset

## Task D – Searching with Desired Filter Criteria

**Note:** Remember, it is always better and more accurate to use the filter icon (  ) 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**

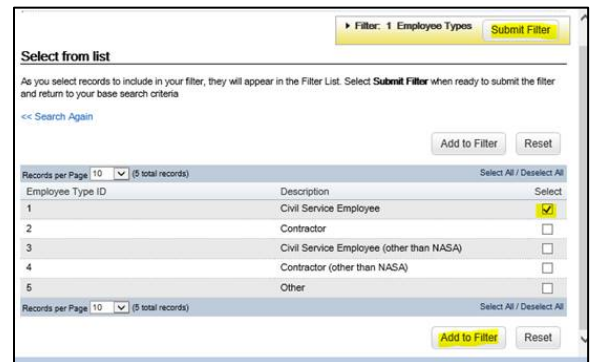


2. Do you want to search for learners who have the Supervisor By-pass Flag set or not set?
  - a. To search for learners whose Supervisor By-pass Flag is **set** (i.e., automatic updates for the learner's supervisor are bypassed/ignored), click the **Yes** option.
  - b. To search for learners whose 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).

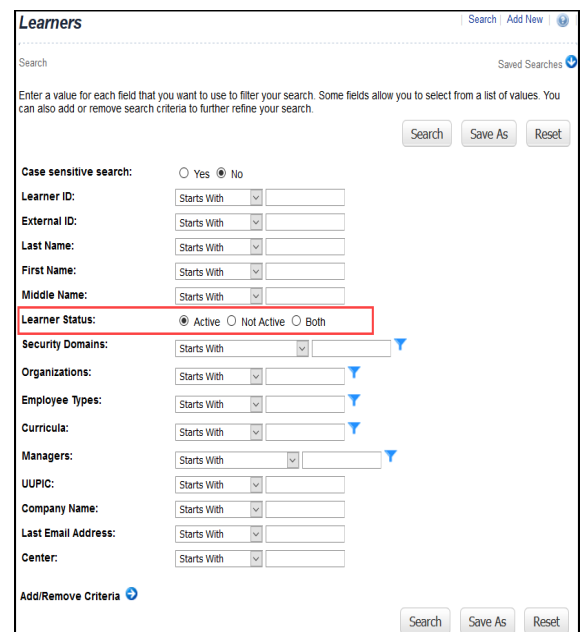
Unless you wish to see everyone in a Center or Domain, use the **Employee Types** field Filter icon to select the **Civil Service Employee** option or the **Contractor** option.

**Figure 9: Employee Types Field Filter Options Pop-up Window**



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**



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

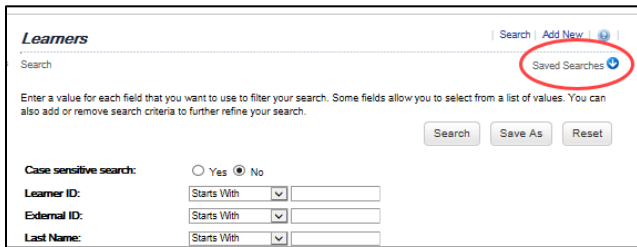
1. To save the search, click the **Save As** button.

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

The screenshot shows the 'Learners' search interface. At the top, there are links for 'Search', 'Add New', and a help icon. Below this is a 'Search' section with a text input field and a 'Saved Searches' link. A message states: 'Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.' Below this message are three buttons: 'Search', 'Save As' (highlighted with a red box), and 'Reset'. The main search criteria section includes: 'Case sensitive search' (radio buttons for Yes/No, with 'No' selected), 'Learner ID', 'External ID', 'Last Name', 'First Name', 'Middle Name' (each with a 'Starts With' dropdown and a text input), 'Learner Status' (radio buttons for Active, Not Active, Both, with 'Active' selected), 'Security Domains', 'Organizations', 'Employee Types' (showing '[1 Selected]'), 'Curricula', 'Managers', 'UUPIC', 'Supervisor By-pass Flag' (showing '[1 Selected]'), 'Company Name', 'Last Email Address', and 'Center' (each with a 'Starts With' dropdown and a text input). At the bottom left is a link 'Add/Remove Criteria'. At the bottom right are three buttons: 'Search', 'Save As' (highlighted with a red box), and 'Reset'.

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**

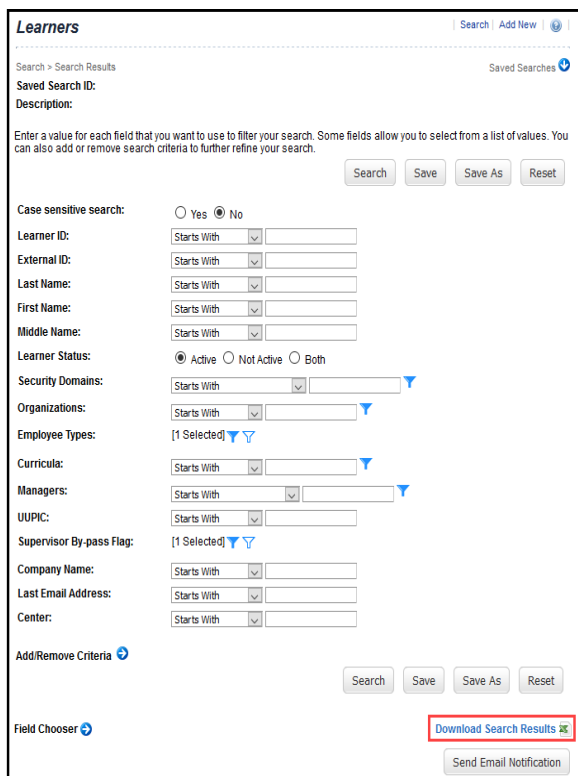


The screenshot shows the 'Learners' search interface. At the top right, there are links for 'Search', 'Add New', and 'Saved Searches'. The 'Saved Searches' link has a small blue arrow icon next to it, indicating a drop-down menu, and this link is circled in red. Below the header, there is a search criteria section with fields for 'Learner ID', 'External ID', and 'Last Name', each with a 'Starts With' dropdown and a text input field. There are also buttons for 'Search', 'Save As', and 'Reset'.

## 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**



The screenshot shows the 'Learners' search results interface. It includes a search criteria section with fields for 'Learner ID', 'External ID', 'Last Name', 'First Name', 'Middle Name', 'Learner Status', 'Security Domains', 'Organizations', 'Employee Types', 'Curricula', 'Managers', 'UUPIC', 'Supervisor By-pass Flag', 'Company Name', 'Last Email Address', and 'Center'. There are buttons for 'Search', 'Save', 'Save As', and 'Reset'. At the bottom right, the 'Download Search Results' link is highlighted with a red box. There is also a 'Send Email Notification' button at the very bottom.

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.