

# SATERN

System for Administration, Training, and Educational Resources for NASA

National Aeronautics and  
Space Administration



## **SATERN Deltas 5.8 SP5 – 6.4: Administrator Introduction**

### **Exercise Guide**

**(Version 6.4)  
May 2012**



For SATERN v 6.4

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**From the NASA SATERN Program Office:**

All SATERN administrator training materials must be used alongside the SATERN Rules and Process Guide for administrators. The Guide identifies areas where SATERN functionality cannot enforce the Agency-defined usage of the system at NASA and provide guidance to enable administrator compliance with Agency-defined methods and procedures.

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# Admin Introduction

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You will find significant enhancements to SATERN 6.4, making administrator tasks easier and more efficient.

Key enhancements on the admin side since 5.8 SP5 include:

- ◆ New admin **Homepage** with configurable *Quick Links* for efficient access to tasks
- ◆ Bookmarking to support short cuts/favorites
- ◆ Re-design and simplification of wizards
- ◆ Consolidation of record layout for easier access and editing

As you go through this workbook, you will find key changes to admin menu layout including:

- ◆ **Learners** menu (renamed from Learner Management)
- ◆ **Learning** menu for accessing items, scheduled offerings, catalogs (moved from Commerce menu), curriculum, instructors (moved from Learning > Resources > Instructors menu), etc.
- ◆ **Content** menu with a new SCORM Import wizard under the Tools menu
- ◆ **References** menu (new, consolidated menu)
- ◆ **Reports** menu with new support for CSV reports, scheduled-only reports, and time out settings



*This icon in a bulleted list or lab indicates that the feature or layout is **new in version 6.4**. Be sure to practice the new functionality during at least one lab.*



*This icon indicates that the set up is an **admin preference***



*This icon indicates that the set up requires a **global configuration decision***

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## COURSE OBJECTIVES

- ◆ List key changes to the admin interface and navigation
- ◆ Log in to the admin side of SATERN and demonstrate steps to access new and revised menus
- ◆ Identify changes to learner records including record layout, required fields, and bookmarking
- ◆ Research changes to learner search
- ◆ Apply the new search filter when running a report
- ◆ Locate and make notes on the SATERN Admin Intro course book that help you prepare to train your administrators

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## REFERENCES RELATED TO THE ADMIN INTRO



Admin Introduction course book

Delta Document - Changes from SATERN 5.8 SP5 through 6.4

# Lesson 1:Deltas for Admin Interface, Navigation and Searching

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*This section describes the streamlined experience for SATERN administrators. The re-design of the admin Home screen, addition of Bookmarks, simplified wizards, and cross referenced records entities provide easier access to data and simplified flows.*

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## LESSON 1 OBJECTIVES

- ◆ Identify key changes to admin menus, navigation, and Home page
- ◆ Log in to the admin side of SATERN and demonstrate steps to access new and revised menus
- ◆ Identify changes to learner records including record layout, required fields, and bookmarking
- ◆ Research changes for searching
- ◆ Locate and make notes on *Lesson 1 - Access, Navigation, and Searching* in the SATERN Admin Intro course book

## INTEGRATED INTERFACE WITH SINGLE LOGIN

In SATERN 5.8 SP5, one URL and admin ID allowed access to the “admin side”. A different URL, learner ID, and learner password enabled access to the “learner side”. The launch page still provides two choices after initial login (Figure 1).



Figure 1. Prompt from SATERN Landing Page

But when you log in as either a learner or an administrator, SATERN makes menu options available based on your account. Figure 2 illustrates tabs for a person with three roles (a learner who is a supervisor, and who has an admin account).



Figure 2. Tab Menus for Learners, Supervisors, Org Owners, and Admins

- ◆ **Learner** to access the learner account and related screens/actions
- ◆ **My Employees** to access the supervisor interface and manage subordinates, including learners for whom you are a delegated or alternate supervisor (*new*)
- ◆ **Admin** to access the administrator account and perform related tasks

**NOTE:** As in 5.8 SP5, an **Organization** tab enables access to related dashboards and options (per organization ownership defined on the learner record > **Organization Dashboard**). Refer to *Learner and Supervisor Deltas* for details on org charts.

## NEW ADMIN HOMEPAGE

On the administrator Home page, a new page layout option allows an admin to tailor the two sections of the screen:

- ◆ A **Welcome** area with specific information for SATERN admins
- ◆ A **Quick Links** area that provides shortcuts to frequently-performed tasks

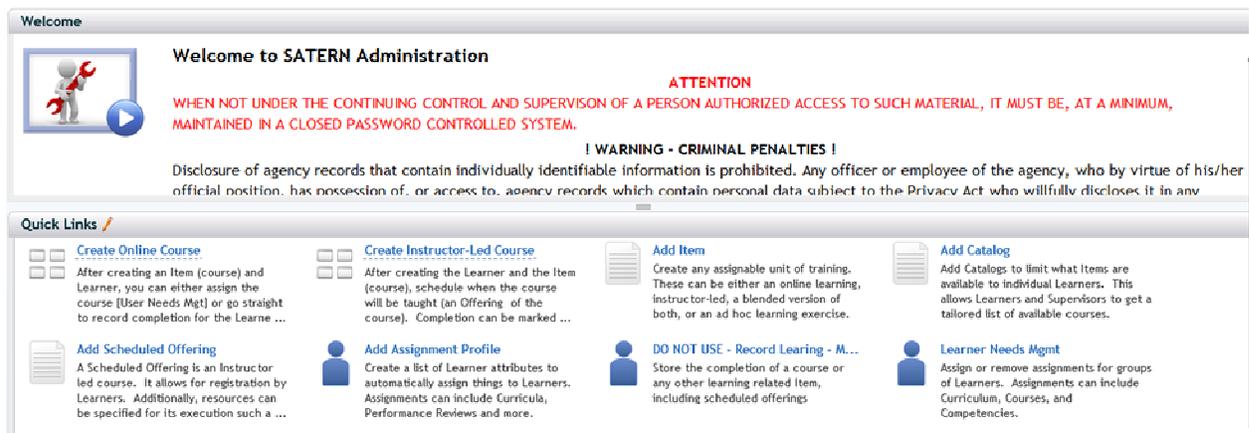


Figure 3. SATERN Home Page

### Admin Preferences for Page Layout



Admins set a preference for the layout for the Home page using the layout icon (  ) in the upper right to rearrange the two areas, *Welcome* and *Quick Links*. Moving the slide bar between the two areas adjusts the size of each area

### Enhanced Quick Links Available from Admin Homepage

In previous versions, SATERN admins had simple quick links based on commonly-used functions. Each quick link could jump to one menu. In 6.4, any command available

from the *Search* bar (also called *Pathfinder Search*) can be configured to appear in the *Quick Link* area, giving admins quick access to tasks.



Admins with access to configure quick links can create **groups** that allow definition of larger processes that can be accessed from one pop-up screen.



After the global configuration is defined, each admin sets preferences by clicking **Manage Links and Groups**. Admins can add or remove links and groups from his/her Home page view.

A few notes:

- ◆ Quick Links always implement any assigned security permissions/workflow roles
- ◆ Definitions for each selected command are label driven

## Support for Guided Mode

Guided mode provides less experienced administrators with a guided process for completing multi-step actions.



You have an *Enable Guide Me Mode* checkbox in your preferences () , pre-checked by default. Then the system enables **Use Guided Mode** for each group of quick links.

You can select **Guide Me** on any group process. After that, the process is available from anywhere in the system by clicking the **Guided Mode** icon () at the top left toolbar.

## RECORD LAYOUTS ARE CONSOLIDATED

In 6.4, commonly-used record types allow view and edit actions in a consolidated format. For example, an admin can view an item record and select the *Assignment Type* field to choose an option from a drop-down menu (Figure 4).

The screenshot shows a web interface for editing an item record. The title is 'Ethics Training for NASA Employees 2012' with a course ID of 'HQ-ETH-001-10'. The record is presented in a table with the following data:

Min Registration:		Max Registration:	
Metrics That Matter (MTM):		Funding Organization:	
*Academic Credit Code:	05 (N/A)	Classification:	Instructor-Led
*Domain:	NASA Headquarters (HQ)	Approval Process:	1STEP SUPER (1STEP SUPER)
Approval Required:	No	Assign. Type:	Federally Mandated (MANDATORY)
*Contact's Email:	noemail@nasa.gov	Credit Hours:	

Below the table, there is a 'View All' button and a 'Related' section with a 'Segments' tab. The 'Segments' table shows a single entry for 'Day 1' with a duration of 1.00. At the bottom right, 'Save' and 'Cancel' buttons are highlighted in red.

Figure 4. Item Record Snapshot with Edit Fields



**NOTE:** If you make a change to a record, SATERN now displays a new set of prompts for **Save** or **Cancel**.

## Records Help Enforce SATERN Business Rules



SATERN has tailored the admin view and record layout for learner, item, catalog, curriculum, scheduled offering, and assignment profile records. A variety of fields are now required, based on SATERN business rules.

**NOTE:** *Required fields are not enforced in the Add New <record> wizard unless the field is part of the wizard set up. The remaining fields will be required only when you edit an existing record. Then the required field is shown with a red asterisk. You cannot save the changed record without entering a value for all required fields.*

## Admins Can Personalize Record Display



You can select the **Personalize Fields** button (📄) to manage your preferred layout each record type. Select optional fields to include via the **Display** column. All fields listed here will be displayed on the **Summary** tab of the record.

## Related Entities are Linked

When accessing a record, you frequently see related associations that you want to investigate. Cross entity linking makes each association a hyperlink and takes you to the related record (Figure 5).

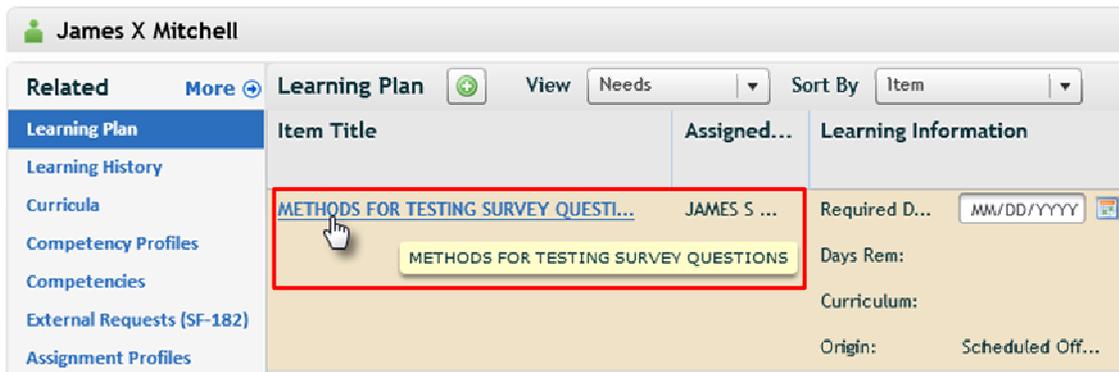


Figure 5. Related Area of Learner Record > Learning Plan > Link to the Assigned Item

**NOTE:** access to other records is controlled by workflow. Notice in Figure 6 that the admin can **view** all assignment profiles from the learner record. However, the admin can only jump to the assignment profile(s) for which s/he has access rights.



Figure 6. Access to Cross-Linked Records is Controlled via Workflow

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## BOOKMARKS AND RECENTLY ACCESSED RECORDS

**Bookmarks** help you save and organize shortcuts to database records. You can organize folders to manage bookmarks for:

- ◆ Learners
- ◆ Items
- ◆ Curricula
- ◆ Scheduled offerings
- ◆ Assignment profiles
- ◆ Catalogs

**Recents** provide you with quick access to records that were accessed or modified most recently. The feature tracks enough data so your activity in recent sessions is just a click or two away.



Because the **Bookmarks** and **Recents** panel share the same space, you can switch between the two lists. To get more screen space, hide **Bookmarks** and **Recents** by closing the panel. Or use the **Bookmarks** button or **Recents** link to toggle on/off.

The **Recents** panel shows the records that you have accessed most recently at the top of the list.

## RECOMMENDED NEXT WITH SUGGESTED ACTIONS

After you add a record, SATERN provides suggestions for related actions. Selecting **Recommended Next** (💬) displays actions that you might want to take (Figure 7).



Figure 7. Recommend Next List of Actions

Table 1 lists the steps that are enabled until you complete the task at least once.

Table 1. Recommended Next Actions

Entity	Recommended Next Steps
Item	Add Catalog, Add Subject Area, Assign Learners
Curriculum	Add Contents, Add Catalogs, Add Assignment Profile
Catalog	Add Item, Add Curricula, Add Assignment Profile
Scheduled Offering	Add Catalog, Register Learners
Learner	Assign Competencies, Assign Learning
Assignment Profile	Define Learner Pool, Add Catalog, Add Curriculum, Add Role

## KEYWORD AND QUICK COMMAND SYSTEM SEARCH

Use the **Search** textbox to perform a **quick command** search. This is similar to the **Quick Links** menu from SATERN 5.8 SP5, enhanced with quick access to admin tools.

Use the **keyword search** to locate a record based on the text that appears in one of the common fields for that record (for example, the title or description fields of items, curriculum, scheduled offerings, etc.).

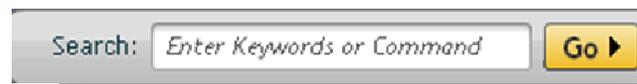


Figure 8. Keyword/Command Search Textbox

### Use the Quick Command Search

Quick command search by typing the action verb (for example, "Add") followed by the record that you want to act on (for example, "item").

*Type-ahead Search:* You can start typing the name of a tool (for example, "Registration Assistant"). As you start typing, SATERN displays commands that are available to you (Figure 9).

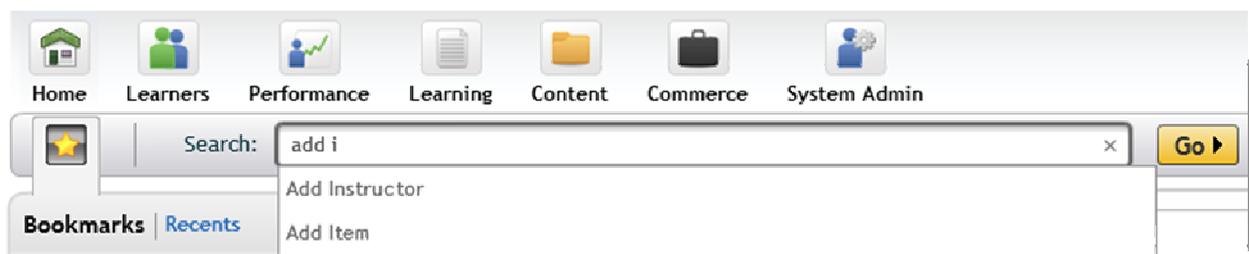


Figure 9. Search Textbox: Quick Command Search

## Use the Keyword Search

Admins can enter a keyword to execute a multiple entity search. The search loops through entities in the system and finds ALL records that match the entered value.

Search results are limited to common fields such as IDs, name/title, and description. You will only see records to which you have access, based on domains and workflows.

Keyword search is not case sensitive. The search finds all entities containing any word in the keyword phrase.



***Keyword search will always be MUCH slower than searching from within the related menu. SATERN admins should use this search sparingly.***

Figure 10 illustrates the results of a keyword search for “OFCO Briefing”.

The screenshot shows a web browser window with the SATERN application. The search bar contains 'OFCO Briefing' and the 'Go' button is pressed. The search results are displayed in a table with columns for Entity Type, Entity ID, Title, Domain, and Description. The results are filtered by 'All (13)' items.

Entity Type	Entity ID	Title	Domain	Description
Scheduled Offerin	58175	OFCO BRIEFING FOR NEW SUPERVISORS	PUBLIC	COURSE LARC-OBNS (Rev 9/17/2007 02:22 PM America/h
Content Objects	GRC-002-06_Object01	Annual Security Briefing (Clearance Holder Section)		This briefing is given yearly to maintain employees' awar
Content Objects	GRC-001-06_Object01	Annual Security Briefing (General Section)		This briefing is given yearly to maintain employees' awar
Master Inventory	SKU-126205	LMD-NEW SES BRIEFING		
Master Inventory	SKU-113785	SBA Partnership Agreement Training (2 hrs.)		
Master Inventory	SKU-113680	US-SBA Partnership Agreement Training		
Content Packages	GRC-003-08_Package01	GRC Annual Security Briefing for 2008	PUBLIC	

13 results in total

**Figure 10. Keyword Search Results**

Major points to note for keyword search:

- ◆ The **header** area of the search shows live results, which record the system is searching, and the number of records found
- ◆ You can use the drop-down menu to further define your search
- ◆ Click **Pause** to stop the search whenever you think you have identified the record that you're looking for. Click **Resume** to continue.
- ◆ When you click **Download Search**, you can save results and open in Excel - the file displays entity type, entity ID, title, domain, and description
- ◆ If the record type can be bookmarked, you will see the bookmark icon

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## REFERENCES ARE EASIER TO MANAGE

There are several changes that make it easier for SATERN admins who need to access, edit, and add references. All reference data has been added as an overlay, so that you can add a reference without leaving the screen you are on.

Many reference values can be added directly from the main record screen. This allows forgotten or newly needed values to be created without leaving the main workspace and allowing the real work to be done more efficiently.

<b>Creation Date:</b>	MMM/d/yyyy	
<b>Curriculum Type:</b>	Process (PROC) ▼	
<b>Force Incomplete:</b>	Yes	

[Add New Curriculum Type](#)

Figure 11. Curriculum Record - Add New Curriculum Type



## Lab 1. Research New Menus and Navigation

*NOTE: Later labs gives you a chance to research the new layout for the Learner record, and for items, curricula, and scheduled offerings. For now, just focus on menu structure and high level navigation changes. Make notes about any menus that have changed and that you want to remember.*

### Step

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1. Log in to SATERN, using the admin ID provided for this environment.
2. Spend 15 minutes navigating and finding familiar and new data in the revised interface.
3. Go to the admin Home page and locate a Quick Link wizard such as *Create an Instructor Led Item*. Do not create any new records yet, just familiarize yourself with the options.
4. Use the new **Search** bar and enter a keyword that exists in multiple types of records, such as “HQ”, “NASA”, or “TEST”. Explore this search function. What are some advantages (and disadvantages) for this “power search”?

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5. Do you create or edit references? If so, look at the structure of the new **References** menu.
6. Locate the **Preferences** () icon. What can you do there?

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## LESSON 1 WRAP UP

After completing this lesson on accessing, navigating, and searching, you should be able to:

- ◆ Identify key changes to admin menus, navigation, and **Home** page
- ◆ Locate Quick Links from the admin Home page
- ◆ List advantages and disadvantages for using the new global Search function

### TRAIN-THE-TRAINER PREP



Locate and make notes on *Lesson 1: Access, Navigation, and Searching* in the SATERN Admin Intro course book.



## Notes



# Lesson 2: Changes to the Learner Record

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*This section discusses functional changes to learner records that impact SATERN admins.*

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## LESSON 2 OBJECTIVES

- ◆ Access a learner record and locate new required fields
- ◆ Personalize layout of the learner record based on your preferences
- ◆ Add, edit, and organize bookmarks for learner records
- ◆ Search for learner records, using enhanced search criteria
- ◆ Export and view search results

## REVISED LAYOUT OF THE LEARNER RECORD

The learner record is divided into three main areas (Figure 12):

- ◆ Core (red outline at the top left)
- ◆ Related (yellow outline at the bottom half)
- ◆ Actions (green outline at the top right)

**James X Mitchell**      jmitchell

<b>First Name:</b>	James	<b>MI:</b>	X
<b>Last Name:</b>	Mitchell	<b>Job Position:</b>	MANAGEMENT ANALYST (HQ-
<b>Position:</b>		<b>Email Address:</b>	noemail@nasa.gov
<b>*Domain:</b>	Office of Human Capital Man	<b>Organization:</b>	PROG & PROJ MANAGEMENT
<b>Primary Supervisor:</b>	MYERS, JENNIFER F (C-jfmyers	<b>Related Admin:</b>	
<b>Plateau Talent Gateway Ac...</b>	No		

[View All](#)

**Actions**    [View All](#)

- Unbookmark
- Registration Assis...
- Assign Learning ...
- Send Notification
- Launch Proxy
- Manage Alternat...
- Reset Learner Pin

**Related**    [More](#)    **Learning Plan**    [View](#)    Needs    Sort By    Item

Item Title	Assigned...	Learning Information	Remove
Ethics Training for NASA Employees 2012	JAMES S ...	Required D... 5/28/2012 Days Rem: 30 Curriculum: HQ-ETNE Origin: Curriculum	Assignment... Compl Date: Failure Date: Assigned: 4/28/2012

Select All

Figure 12. Sample Learner Record

### Core Area

The core area contains the basic information of the learner record, based on the SATERN configuration. To edit any field in this area, click in a displayed field and enter text or select a reference value (depending on the field type).

You can also view and enter additional information by clicking **View All** ( [View All](#) ) located at the bottom left of the core area. Once expanded, the screen displays:

- ◆ **Summary:** name, position, domain, supervisor, job code, email, organization
- ◆ **Extended Summary:** active, role, coach, custom columns

- ◆ **Employment:** employment status, type, hire date, job location, job title, region, prior service time, related instructor, resume

## Related Area and More Option

The **Related** area of the learner record contains additional information regarding the learner record (Figure 13).

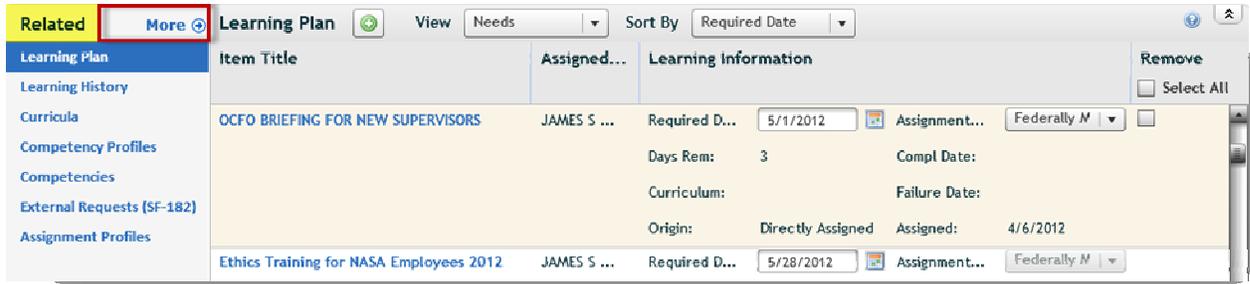


Figure 13. Learner Record > Related Area

The **Related** area displays a list of tabs that SATERN admins access most frequently. Select a tab on the left (for example, **Learning Plan**) to display the details on the right.

Click **More** to see additional tabs. The **More** link displays a list of tabs that SATERN admins need, but use less frequently.

**NOTE:** This list of tabs is similar to the view of tabs in in SATERN v 5.8 SP5. Admins used **More Options** to toggle to the full list of tabs (Figure 14) or **Standard Options** to toggle to the shorter list.

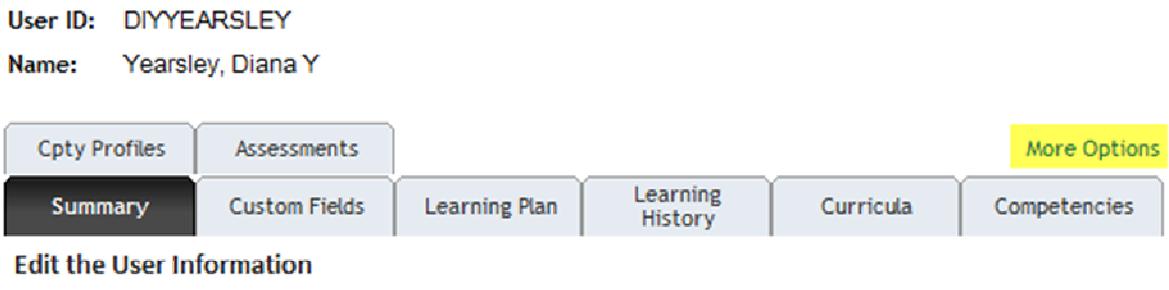


Figure 14. View of Tabs Short List from v 5.8 SP5



## Actions Area

The **Actions** area of the learner record contains links to additional actions, based on the assigned role/workflows (Figure 15):



- ◆ Bookmark (NEW - add the learner to your bookmarks)
- ◆ Registration Assistant (initiates the Registration Assistant tool and pre-populates the learner step with this learner's name)
- ◆ Assign Learning Needs (initiates the Learner Needs Management tool where you batch assign items and curricula to this learner and search for more learners)
- ◆ Send Notification (initiates the ad hoc notification wizard)



- ◆ Launch Proxy (initiates NEW proxy feature)



- ◆ Manage Alternate Supervisor (NEW - allows you to identify up to 10 alternate supervisor for the learner; only activated if the learner has primary supervisor)
- ◆ Reset Learner Pin (resets the learner's personal ID number, not currently used in SATERN)
- ◆ Copy Learner (opens the Copy Learner window that allows you to copy the learner)
- ◆ Delete (deletes the learner record)

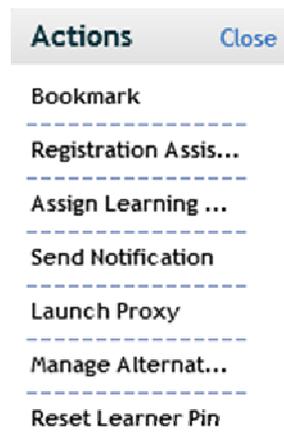


Figure 15. Actions Area of Learner Record



## Lab 2. Locate, View, and Personalize Layout for a Learner Record

### Step

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1. Navigate to **Learners > Learners**.
2. Enter your search criteria in the appropriate textboxes to locate the learner who is mapped to your admin account.
3. Click **Search** and locate your learner from the search results list.
4. Open and research your learner record:

- a. What are the new required fields for the learner record?

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- b. List at least 3 OTHER cross-linked record types that you can navigate to directly from the learner record:

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- c. What are 2 ways to bookmark a Learner record?

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5. **Bookmark** the learner record - add a new folder to your bookmarks for Learners.

6. Use the **Launch Proxy** action link to view the learner record. List any actions that you **CANNOT** perform using the proxy access.

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7. List some of the tabs you use that are listed under the **Related > More** link:

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8. Select the **Personalized Fields** layout button () and set up your preferences for layout of the learner record.

- a. What fields would you remove/hide from the default layout?

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- b. What fields would you add/show that are **NOT** in the default layout?

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New icons you may see during this lab are described in Table 2.

**Table 2. Commonly Used Navigation Icons New to SATERN v6.4**

Icon	Description
	<p>Some records may have more sections than what can be displayed on the details page. For these records select the More link to access the additional tabs.</p>
	<p>Click <b>Save</b> after editing information on an existing database record. This button only appears when a record has information added, removed or modified. * For some records this button will appear instead of the Apply Changes.</p>
	<p>Select the <b>Cancel</b> button to cancel your unsaved changes.</p>
	<p>The Plus button allows you to associate another record with the entity. For example, within the Catalogs section of an item, click the Plus button to add Catalogs to the Item.</p>
	<p>The <b>View All</b> link is located at the bottom left of the core area for some records. Click this link to view the Additional Settings page for the record (displays additional details about the record).</p>
	<p>The <b>Star</b> icon represents that the entity can be bookmarked. Administrators can click the star to add the record to their own personal bookmarks from the search results or can add it to their bookmarks from within the record.</p>
	<p>Accessing records that can be bookmarked is done with a single click. For example, if the administrator has view and edit rights selecting the record will take you into a consolidated Edit/View mode.</p>

## SEARCH > FILTERS ARE EASIER TO USE

To see these changes, go to learner search and select the *Job Locations Filter* by criteria icon (▼). The revised Create Filter screen displays (Figure 16).

Figure 16. Create Job Location Filter Screen

Enter partial search criteria, such as **Description starts with %admin%assist**. This will find all job locations where the description contains the strings “admin” and also “assist”. Then click **Search** to view results.

When you select your choice(s) and click **Add to Filter**, your selections are listed in the NEW Filter display (Figure 17). You can now easily remove a selection.

Figure 17. Search Filter Screen

Confirm your selection(s) are correct. Click **Submit Filter** when you are finished.

## SEARCH > DOWNLOAD SEARCH RESULTS TO EXCEL

Once you have the results you are looking for, you can download the search results to an Excel file:

1. Click Download Search Results (Figure 18).

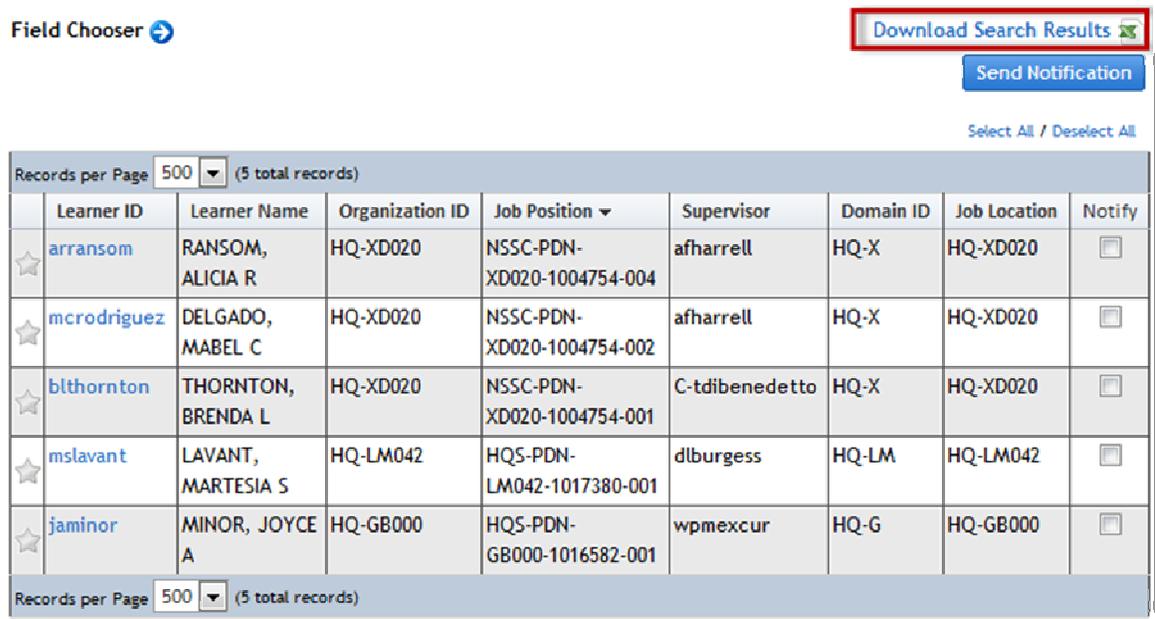


Figure 18. Download Search Results

2. When prompted, select whether to open or save the file.
3. View the output (Figure 19).

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I
1	Learner ID	Emp Status	Emp Type	Job Location	Job Position	Domain ID	Organization ID	Learner Name	Active
2	arransom	F	1	HQ-XD020	NSSC-PDN-XD020-1004754-004	HQ-X	HQ-XD020	RANSOM, ALICIA R	Yes
3	mcrodriguez	F	1	HQ-XD020	NSSC-PDN-XD020-1004754-002	HQ-X	HQ-XD020	DELGADO, MABEL C	Yes
4	blthornton	F	1	HQ-XD020	NSSC-PDN-XD020-1004754-001	HQ-X	HQ-XD020	THORNTON, BRENDA L	Yes
5	msslavant	F	1	HQ-LM042	HQS-PDN-LM042-1017380-001	HQ-LM	HQ-LM042	LAVANT, MARTESIA S	Yes
6	jaminor	F	1	HQ-GB000	HQS-PDN-GB000-1016582-001	HQ-G	HQ-GB000	MINOR, JOYCE A	Yes

Figure 19. Sample Exported File from Learner Search





### Lab 3. Work with the New Search Functions

#### Step

1. Navigate to **Learners > Learners**.
2. Conduct a search using a filter for a field such as organization ID.  
Practice with new search criteria (Figure 20) by:
  - a. trying the options to add and remove filters
  - b. searching again to continue building the list
  - c. submitting the filter when ready

**Select Organizations from List**

As you select records to include in your filter, they will appear in the Filter dropdown and return to your base search criteria

[← Search Again](#)

[Add to Filter](#) [Reset](#)

Organization ID	Description	Levels	Top Level Only	Include Sub Org.
HQ-101	101 COMMUNICATIONS LLC	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HQ-103173	NATIONAL QUALITY ASSURANCE	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HQ-1171	NAVAL POST GRADUATE SCHOOL	0	<input type="checkbox"/>	<input type="checkbox"/>
HQ-179	SOUTHERN MD COMMUNITY COLLEGE	0	<input type="checkbox"/>	<input type="checkbox"/>

Figure 20. Practice Search Exercise

3. Conduct a search that retrieves at least 10 learner records.
4. Download the search results and open the file in Excel. Describe a scenario for which it would be helpful to download the results.

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## Lab 4. Run a Report Using the Revised Filter Search

### Step

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1. Navigate to **Reports**.
2. Select one of your favorite reports such as Learning History or Curriculum Status.



3. Set up search criteria, using the revised search selector.
4. View the results.

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## LESSON 2 WRAP UP

After completing this lesson, you should be able to:

- ◆ Access a learner record and locate new required fields
- ◆ Personalize layout of the learner record based on your preferences
- ◆ Add, edit, and organize bookmarks for learner records
- ◆ Search for learner records, using enhanced search criteria
- ◆ Export and view search results

### TRAIN-THE-TRAINER PREP



Locate and make notes on *Lesson 3: Working with Learner Records* in the SATERN Admin Intro course book.

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## COURSE WRAP UP

- ◆ List key changes to the admin interface and navigation
- ◆ Log in to the admin side of SATERN and demonstrate steps to access new and revised menus
- ◆ Identify changes to learner records including record layout, required fields, and bookmarking
- ◆ Research changes to learner search
- ◆ Apply the new search filter when running a report
- ◆ Locate and make notes on the SATERN Admin Intro course book that help you prepare to train your administrators

## Notes