

approversearch_directory

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The Approver Search directory is displayed.

Use the following fields to perform an approver search.

- To search for an approver, type data in one or more of the search fields.
- To search through all available data, leave all fields blank.
- Click **Search**. A list of approvers matching the search criteria is displayed.
- Select an approver from the list. The Approver Search directory closes and the selected approver name is populated in the **Approver** field.
- Click **Cancel** or  to return to the originating tab/page without selecting a member.
- Click **Clear** to clear the search parameters and perform another search.