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approver

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Click ⋮ to display the Approver Directory.

- Click **Retrieve**. A list of all users who are set up in Security Administration with an employee number are displayed.
- To search for a specific approver, type data in the desired search fields, and then click **Retrieve**. A list of available approverss that match the search criteria is displayed.
- Select an approver ID from the list.
- Click **Cancel** to return to the Approval Rules page without making a selection.