

approver_directory

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The Approver Directory is displayed.

To search for a specific approver, type data in the desired search fields.

To search through all available approvers, leave all fields blank.

Click **Retrieve**. A list of data that matches the search criteria is displayed.

Select an employee number. The directory is closed and the **Employee Nbr** field is populated with the selected number.

Click **Cancel** to return to the First Approver page without making a selection.

Note: The Approver Directory that is used on all workflow pages displays employees from the employee demo table. Employees are not required to have employment, pay, or job info records to be an approver.