



approver_directory

Table of Contents

approver_directory i

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.