

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.