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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 approvers 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.


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