



List of Users by Permission

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Security Administration > Reports > List of Users by Permission

This report provides a list of permissions granted by user. For example, you can generate a report of users who are granted permission to Grade Reporting or Budget Options.

Generate a report:

Under **Choose Permissions for Report Listing**, a list of TxEIS components to which users may be granted permissions is displayed.

- Click + - to expand and collapse the TxEIS components.
- Select each component for which you want to produce a consolidated report of users sharing common permissions. For example, if you select Finance and Budget, a list of users that have been granted permission to Finance and Budget is displayed.

Button	Description
Run	<input type="checkbox"/> Click Run to generate the report. Otherwise, click Cancel to clear the selections and not generate the report. Review the report.
Cancel	Click to clear the selections and not generate the report.