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	☐ 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.