



# List of Users by Permission



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# List of Users by Permission

## *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.

Click **Run** to generate the report. Otherwise, click **Cancel** to clear the selections and not generate the report. [Review the report.](#)

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