

A Business Group Viewer has rights to view business services and generate financial reports showing the cost of the business services. This Quick Start explains how to perform these tasks in the Cloud Manager console. The information is also available in the Cloud Manager console under *Help > How Do I > Business Group Viewer*.

Viewing Deployed Business Services

After a requested business service is approved and built, it is deployed to the Cloud. You can view both summary and detail information for deployed business services.

- 1 On the main navigation bar, click  *Business Services*, then click the *Deployed* tab.

The list contains all deployed business services for your business groups. In addition to the business service's name and business group, you can see its expiration date and monthly cost.

- 2 To view a deployed business service's details, select the business service, then click *View*.

The *Workloads* list provides summary information for the business service's workloads. To view more detailed information, select a workload and click *View*.

The *Users* list shows all users who have been directly assigned as Business Service Owners. It does not include users who have inherited Business Service Owner rights through their assignments to the business group or organization.

Viewing Business Service Requests

Business services begin as requests. A request defines the business service and enables the business service to go through the approval and build processes.

You can view both summary and detail information for business service requests. You can also see the current status of the requests.

- 1 On the main navigation bar, click  *Business Services*, then click the *Requests* tab.

The list contains all business service requests for your assigned business groups. The *Status* column indicates if whether the request is in the defining, approval, or build stage. As soon as the business service is built, the request is removed from the list and the business service is added to the *Deployed* list.

- 2 To view a requested business service's details, select the business service, then click *View*.

The *Workloads* list provides summary information for the requested workloads. To view more detailed information, select a workload and click *View*.

The *Users* list shows all users who have been directly assigned as Business Service Owners. It does not include users who have inherited Business Service Owner rights through their assignments to the business group or organization.

Generating Financial Reports

You can generate reports showing the business service costs for your assigned business groups.

- 1 On the main navigation bar, click  *Reports*.
- 2 Click *Generate* to display the Reports dialog box.
- 3 In the *Report Templates* list, select the report you want to generate and the format you want, then click *Next*.
- 4 In the Report Parameters dialog box, select your organization, then click *Generate*.

A report window appears. Depending on the amount of data to be collected, the report might be completed quickly or it might take a while. As soon as the report is completed, it is displayed in the report window, saved to your computer, opened in an associated application, or you are prompted about which action you want to take (depending on your browser configuration).

If the report is taking a while, you can close the report window and the report continues to generate. If you close the report, its status is shown in the *My Reports* list. As soon as it is complete, you can view it.