NetIQ Cloud Manager 2

Quick Start - Sponsor

A Sponsor has rights to approve or deny business service requests based on financial reasons. 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* > *Sponsor*.

Approving Business Service Requests

After a business service request receives Administrator approval, a Sponsor approval task is sent to you. This task allows you to review the business service and give financial approval for the business service. The business service cannot be built and deployed until it receives your financial approval.

1. On the main navigation bar, click *Tasks*, then click the *Unclaimed* tab.
2. If you want to claim the task so that no other Sponsors can work on it, select the task (the subject is *Approval required for a new Business Service - Sponsor Approval*), then click *Claim*.

   The task is moved to your *My Tasks* list.
3. Select the task for the business service, then click one of the following options:
   - *Review*: Lets you review the request before approving or denying it.
   - *Approve*: Approve the request.
   - *Deny*: Deny the request. You are prompted to provide the reason for denying the request. Select a predefined reason or type a custom reason, then click *OK*. The requestor receives an e-mail stating the reason why the request was denied.
4. If you clicked *Review*, you can do the following:
   - *Approve*: Approve the request.
   - *Deny*: Deny the request. You are prompted to provide the reason for denying the request. Select a predefined reason or type a custom reason, then click *OK*. The requestor receives an e-mail stating the reason why the request was denied.
   - *Close*: Close the task without approving or denying it.

Generating Financial Reports

You can generate reports showing the business service costs for the business groups for which you are a Sponsor.

Your assigned business groups are displayed in the *Business Groups* list.

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.