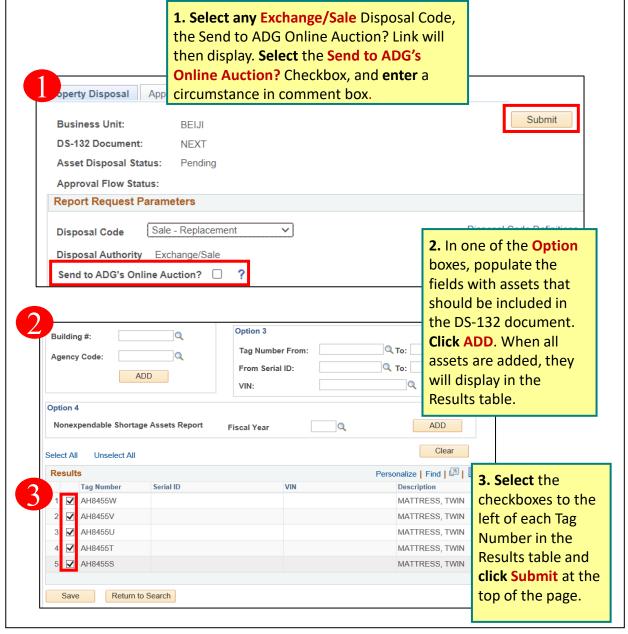


ADG/ILMS Integration Quick Tour

ADG/ILMS Integration

The ADG Online Auction tool will be an additional way for the Department of State to auction assets that are no longer being used by Posts. This auction method provides a user-friendly way to auction assets while improving data quality of these assets.

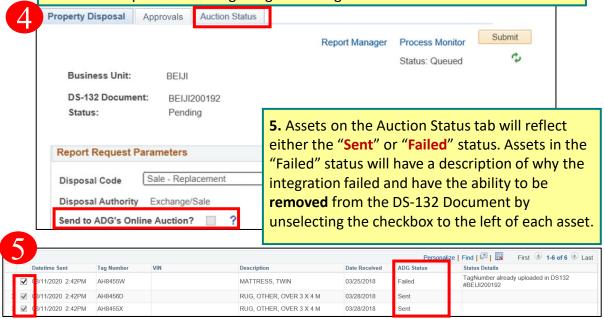
- Type in the URL (http://ilms.state.sbu) to access the ILMS portal.
- You will be taken directly into your ILMS account.
- Click the Property & Warehouse tile and then the Asset Management tile.
- Click the DS-132 Disposal link in the Forms & Reports box.
- Click the Add New DS-132 tab, enter Business Unit value, and click Add.





ADG/ILMS Integration Quick Tour

4. When Submit is clicked, the **Auction Status** tab will display, the DS-132 will enter the Approval flow, and the Send to ADG's Online Auction? Checkbox will lock down to prevent sending Integration 1 again.



6. To initiate the second integration, **click** the **Request Online Auction Data** button. Assets will then be put into either "**Auction Held Sold**", "**Auction Held Not Sold**", or "**Auction Not Held**" status. Assets in the "Auction Held Not Sold" status can be **removed** from the DS-132 and added to another for entry into next auction.



Helpful Tips

- ✓ A DS-132 cannot be complete until all Failed assets are removed from the document.
- ✓ In order to get an asset out of the "Auction Not Held" status the Request Online Auction Data button must be clicked again when auction has been held.
- ✓ Integration is complete once all assets are in the Auction Held Sold status, at this point, the user continues their typical Disposal process of the Sold assets.
- ✓ If your Business Unit is not part of the DS-132 Pilot module, the document will have a slightly different layout. Choose any Sale or Exchange Disposal Reason option to generate the Send to ADG's Online Auction? Field.
- For any ADG Online Auction support or questions please email adgsupport@fan.gov
- ILMS Helpdesk Support: 1-888-313-4567 or by visiting their Self Service in OpenNet at: https://afsitsm.servicenowservices.com/ilms