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MobileAsset - Can you place disposed items in a temporary area "on hold" before getting approval to be actually disposed?

Internal User - 2017-04-10 - [Mobile Asset v6](#)

Here is one way to do that without custom programming:

Create a Dispose area:

1. Create a new location called "Dispose": **List Forms > Location**.
2. Click on the 3rd icon in the toolbar (create new record).
3. Enter a name for this location (site can be your main site).

You should now have a new location called "Dispose".

To place an item in this new Dispose area:

1. Go to **Asset Management**.
2. Click on **Move**.
3. Select the item to be placed in the **Dispose** area.
4. In the **To Location** drop down menu select this area i.e. "Main Office, Dispose".
5. Click on **Move**.

The selected item is now in this "Dispose" area.

The person who is responsible to dispose items can now check in the asset list which items have been placed in this area: **List forms > Asset**.

To dispose an item:

1. Navigate to **List forms > Assets**.
2. Select the asset to be disposed.
3. Click on the 5th icon in the toolbar: **Dispose of Asset**.
4. Enter a reason for disposal.
5. Confirm by clicking on the **Dispose** button.