

# 5. How to Search for an Affiliate Hub

When you have many affiliate hubs, the **Search** box helps you quickly locate the one you need by filtering the list in real-time.

1. **Locate the Search field:** At the top of the Affiliate Hub page, you'll see a search input with a magnifying-glass icon.
2. **Type any part of the affiliate hub's label or name:** As you enter text, the displayed affiliate hub cards will instantly narrow down to those whose **Label** or **Name** contains your query.
3. **Select your Affiliate Hub:** Click the matching affiliate hub card to drill in, or use its kebab menu to edit, delete, or view sources.

“**Tip:** You can search on partial words—e.g. typing “Test” will match both “SecondTest” and “TestAffiliateHub.”

## Next Steps & Tips

1. **Client Re-routing:** If you've changed the affiliate or toggled Active off, verify that any automated assignments or desk mappings still behave as expected.
2. **Audit Logs:** Check your system's audit trail to confirm who made the change and when—useful for compliance and troubleshooting.
3. **Communicate Changes:** Let your team know if you've renamed an affiliate hub or updated its affiliate ID so reporting dashboards and integrations remain in sync.

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