

# 9. How to Manually Assign Leads to Desks

While the **Automation** section streamlines lead distribution, you can always take direct control by manually assigning individual or multiple leads to any desk. This is useful for special cases or overrides.

## To manually assign leads to desks:

1. Navigate to the **Leads** tab of the affiliate hub where you want to manage assignments.
2. Find the lead you want to assign.
3. Click the **Assign** icon at the end of that lead's row. If the icon is **gray** and unclickable, that lead has already been assigned (either manually or via automation).
4. In the right-hand drawer, choose the **Desk** from the drop-down list.
5. Click **Save** to apply. The lead's **Status** column will update to reflect the new desk assignment.

Note: You can assign a lead to the desk through the Affiliate Hub module only once. To reassign a client, use the [Clients module](#).

---

Revision #8

Created 15 November 2024 12:24:54

Updated 6 April 2026 11:48:21 by Anastasiia Rudaya