

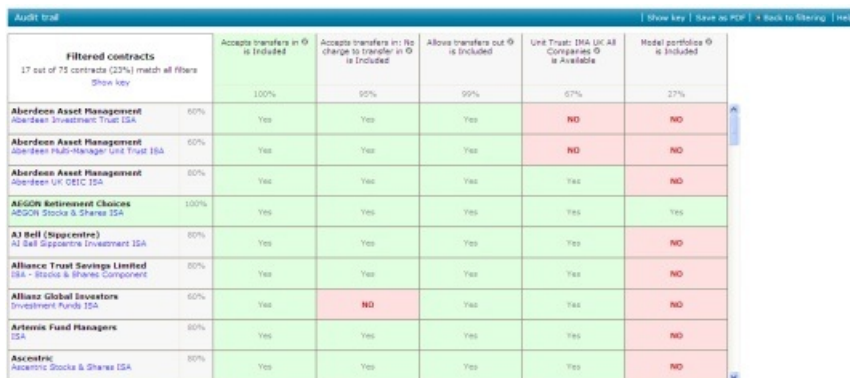
# Can I create an audit trail?

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The audit trail records all the contracts and criteria that has been selected. It clearly shows what contracts have been excluded and what criteria selected excluded them.

The audit trail is only available in the Filtering screen and can be access by selecting the **Audit trail** button at the bottom of the features list:

A screen will be displayed showing the audit trail:



Filtered contracts 17 out of 75 contracts (23%) match all filters <a href="#">Show key</a>	Accepts transfers in @ is Included	Accepts transfers in: No charge to transfer in @ is Included	Allows transfers out @ is Included	Unit Trust: IMA UK All Companies @ is Available	Model portfolio @ is Included
	100%	95%	99%	67%	27%
Aberdeen Asset Management Aberdeen Investment Trust ISA	80% Yes	Yes	Yes	NO	NO
Aberdeen Asset Management Aberdeen Multi-Manager Unit Trust ISA	60% Yes	Yes	Yes	NO	NO
Aberdeen Asset Management Aberdeen UK OEIC ISA	80% Yes	Yes	Yes	Yes	NO
AGGON Retirement Choices AGGON Stocks & Shares ISA	100% Yes	Yes	Yes	Yes	Yes
AJ Bell (Supacentre) AJ Bell Supacentre Investment ISA	80% Yes	Yes	Yes	Yes	NO
Alliance Trust Savings Limited ISA - Stocks & Shares Component	80% Yes	Yes	Yes	Yes	NO
Alliance Global Investors Investment Funds ISA	60% Yes	NO	Yes	Yes	NO
Artavis Fund Managers ISA	80% Yes	Yes	Yes	Yes	NO
Ascentric Ascentric Stocks & Shares ISA	80% Yes	Yes	Yes	Yes	NO

All the contracts you are researching, including those that have been filtered out, are displayed down the left hand side of the grid. The top of the grid lists the criteria being used to filter.

The 'Yes' or 'No' indicates whether or not each contract meets each individual criteria. Contracts are only included in the main research grid if they have a 'Yes' in every column.

**Note** - If you want to see why a contract is displaying 'No', select 'No' and a pop up window will be displayed giving the details where available.

The percentages in each row next to the contract indicate how much of the filtering criteria each contract matches.

The percentages in each column under the criteria indicates how many contracts meet the criteria.

You can remove research criteria, without returning to the main screen, by clicking on the **X** icon at the top of the column.

## Manually-excluded contracts in the audit trail

By default the audit trail does not display contracts which have been manually excluded and all the percentages shown are calculated accordingly.

If you have set up some manual exclusions, the audit trail's menu bar will display **Exclusions: hidden:**

[Show key](#) | [Exclusions: hidden](#) | [Save as PDF](#) | [Back to filtering](#) | [Help](#)

Unit Trust: IMA UK All Companies is Available

Model portfolios is Included

Selecting **Exclusions: hidden** will recalculate the report with the manually-excluded contracts taken into account:

Audit trail

[Show key](#) | [Exclusions: visible](#) | [Save as PDF](#) | [Back to filtering](#) | [Help](#)

Filtered contracts	Manual exclusion	Accepts transfers in  is Included	Accepts transfers in: No charge to transfer in  is Included	Allows transfers out  is Included	Unit Trust: IMA UK All Companies  is Available	Model portfolio  is Included
15 out of 75 contracts (20%) match all filters <a href="#">Show key</a>	67%	100%	66%	99%	67%	27%
<b>Aberdeen Asset Management</b> Aberdeen Investment Trust ISA	67%	Included	Yes	Yes	Yes	NO
<b>Aberdeen Asset Management</b> Aberdeen Multi-Manager UK TruSt ISA	67%	Included	Yes	Yes	Yes	NO
<b>Aberdeen Asset Management</b> Aberdeen UK OEIC ISA	67%	Included	Yes	Yes	Yes	NO
<b>AEGON Retirement Choices</b> AEGON Stocks & Shares ISA	100%	Included	Yes	Yes	Yes	Yes
<b>AJ Bell (Suppcentre)</b> AJ Bell Sippcentre Investment ISA	93%	Included	Yes	Yes	Yes	NO
<b>Alliance Trust Savings Limited</b> ISA - Stocks & Shares Component	93%	Included	Yes	Yes	Yes	NO
<b>Allianz Global Investors</b> Investment Funds ISA	67%	Included	Yes	NO	Yes	NO
<b>Artemis Fund Managers</b> ISA	63%	Included	Yes	Yes	Yes	NO
<b>Ascentric</b> Ascentric Stocks & Shares ISA	63%	Included	Yes	Yes	Yes	NO

This will change all the percentages and adds a new column called **Manual exclusion** indicating which contracts have been manually excluded.

For more information on manually excluding contracts, please refer to the relevant article.

### Printing the audit trail

The audit trail report can be saved as a PDF by selecting **Save as PDF** from the menu bar:

[Show key](#) | [Exclusions: hidden](#) | [Save as PDF](#) | [Back to filtering](#) | [Help](#)

Unit Trust: IMA UK All Companies is Available

Model portfolios is Included