## How do I manually exclude contracts?

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As well as (or instead of) filtering the grid of contracts, you can also manually select contracts to be excluded.

**Note** - Manual exclusion only applies to product research. It is not available on fund research.

You can specify the contracts to exclude by one of two ways:

Excluding individual contracts

You can remove an individual contract from the Filtering screen by right clicking on the contract name, within the grid, and selecting **Exclude contract**:

All 75 con	itracts - 0 manually excluded
Company	Contract
Aberdeen Asset Management	Aberdeen Investment Trust ISA
Aberdeen Asset Management	Aberdeen Multi-Manager Unit Trust ISA
Aberdeen Asset Management	Aberdeen UK OEIC ISA
AEGON Retirement Choices	AEGON Stocks & Shares ISA
AJ Bell (Sippcentre)	AJ Bell Sippcentre Investment ISA
Alliance Trust Savings Limited	Contract options Component
Allianz Global Investors Artemis Fund Managers Ascentric	View contract details Linked funds Fund picker res ISA
Avalon Investment Services Aviva Investors	Exclude contract View contract notes ment ISA
Aviva Wrap UK Ltd	Aviva Wrap ISA Portfolio
AXA Elevate	Elevate Stocks & Shares ISA - Composite
AXA Elevate	Elevate Stocks & Shares ISA - Explicit
Baillie Gifford	Baillie Gifford Investment Trust ISA
Capita Financial Managers	ISA
Cofunds Ltd	ISA
Ecclesiastical	The Ecclesiastical ISA

A pop up window will be displayed giving you the option to enter a reason for why the

contract has been excluded. The reason will be included in the any of the research reports:

Compan	🖉 Exclude contract Webpage Dialog 🛛 🛛 🔀
Aberdeer	🔊 http://research.synaptic.co.uk/vsr/pAskContractExclusion.asp?searchid= 💙
Aberdeer	AJ Bell (Sippcentre)
Aberdeer	AJ Bell Sippcentre Investment ISA
AEGON R	Reason for excluding the contract (optional):
AJ Bell (S	
Alliance T	
Allianz Gl	
Artemis F	
Ascentric	
Avalon Ir	
Aviva Inv	
Aviva Wr	
AXA Elev	
AXA Elev	Exclude contract Cancel
Baillie Gif	
Capita Fir	
Cofunds I	http://research.synaptic.co.uk/vsr/pAskC( 🌍 Internet
Ecclesiast	ical The Ecclesiastical ISA
E&C Fund	Management Limited F&C ISA

## Excluding multiple contracts

You can exclude several contracts at once by clicking on the link at the top of the grid where it says **'0 manually excluded':** 

All 75 contracts - 0 manually excluded		
Company	Contract	
Aberdeen Asset Management	Aberdeen Investment Trust ISA	
Aberdeen Asset Management	Aberdeen Multi-Manager Unit Trust ISA	
Aberdeen Asset Management	Aberdeen UK OEIC ISA	

A pop up window will be displayed listing all the contracts:

🖉 Excluded contracts Webpage Dialog	×			
😰 http://research.synaptic.co.uk/vsr/pManualExclusions.asp?searchid=F27C96F2F62C47B2A03I 💌				
Clear the tick against a contract to <b>exclude it</b> from the research. Contracts in re not meet the current filter on the research, and will not currently be displayed. Th "reason" you enter below will be applied to all new manual exclusions.				
Aberdeen Asset Management Aberdeen Investment Trust ISA				
Aberdeen Asset Management Aberdeen Multi-Manager Unit Trust ISA				
Aberdeen Asset Management Aberdeen UK OEIC ISA				
AEGON Retirement Choices AEGON Stocks & Shares ISA				
AJ Bell (Sippcentre) AJ Bell Sippcentre Investment ISA				
Alliance Trust Savings Limited ISA - Stocks & Shares Component				
Allianz Global Investors Investment Funds ISA				
Artemis Fund Managers ISA				
Ascentric Ascentric Stocks & Shares ISA				
Avalon Investment Services Freedom ISAs				
Aviva Investors Aviva Investors Investment ISA				
Aviva Wrap UK Ltd Aviva Wrap ISA Portfolio				
AXA Elevate Elevate Stocks & Shares ISA - Composite	~			
Select all Invert selection				
Reason for new exclusions:				
	×.			
Save exclusions Cancel				
http://research.synaptic.co.uk/vsr/pManualExclusions.asp?sea 😜 Internet				

Simply remove the ticks from any contracts which you don't want included in the research. You have the option of recording a reason for the exclusion at the bottom of the screen, which will be displayed in the Research reports.

Contracts that are highlighted in red have already been excluded due to the features, sectors, etc that have already been selected.

**Please note -** Once a contract has been manually excluded, it will remain excluded within that piece of research until it is re-included or until it is withdrawn by the product provider. If your reasons for the exclusion of the contract are in respect of its features, conditions, statistics, performance etc, you should be aware that even if the data changes, the contract will remain excluded.