

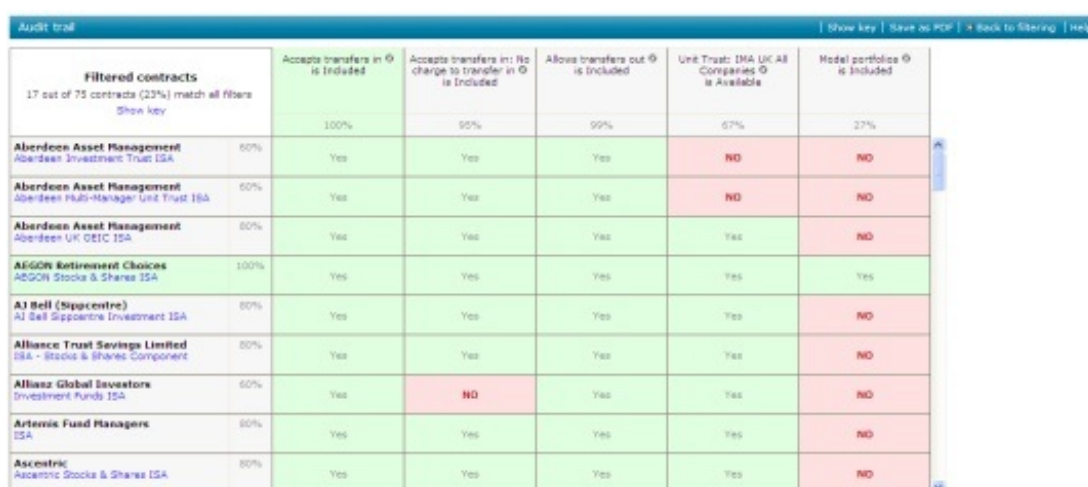
Can I create an audit trail?

Last Modified on 31/03/2020 3:25 pm BST






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:



The screenshot shows the 'Audit trail' interface. At the top, there are navigation links: 'Show key', 'Save as PDF', 'Back to filtering', and 'Help'. The main content is a table with the following structure:

Filtered contracts 17 out of 75 contracts (23%) match all filters Show key		Accepts transfers in  is included	Accepts transfers in: No charge to transfer in  is included	Allows transfers out  is included	Unit Trust: DMA UK All Companies  is Available	Model portfolio  is included
		100%	60%	99%	67%	27%
Aberdeen Asset Management Aberdeen Investment Trust ISA	60%	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	60%	Yes	Yes	Yes	Yes	NO
AEON Retirement Choices AEON Stocks & Shares ISA	100%	Yes	Yes	Yes	Yes	Yes
AJ Bell (Sippcentre) AJ Bell Sippcentre Investment ISA	60%	Yes	Yes	Yes	Yes	NO
Alliance Trust Savings Limited ISA - Stocks & Shares Component	60%	Yes	Yes	Yes	Yes	NO
Allianz Global Investors Investment Funds ISA	60%	Yes	NO	Yes	Yes	NO
Artemis Fund Managers ISA	60%	Yes	Yes	Yes	Yes	NO
Ascentric Ascentric Stocks & Shares ISA	60%	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.

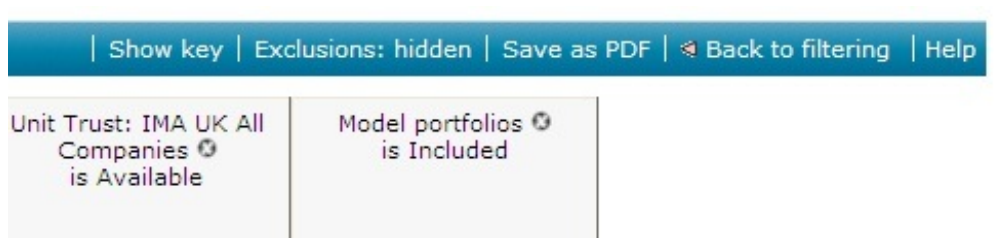
You can remove research criteria, without returning to the main screen, by clicking on

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**:



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

The image shows a table titled 'Audit trail' with a menu bar at the top. The menu bar includes 'Show key', 'Exclusions: visible', 'Save as PDF', 'Back to filtering', and 'Help'. The table has the following columns: 'Filtered contracts', 'Manual exclusion', 'Accepts transfers in', 'Accepts transfers in: No change to transfer in', 'Allows transfers out', 'Unit Trust: IMA UK All Companies is Available', and 'Model portfolio is Included'. The 'Filtered contracts' column shows '15 out of 75 contracts (20%) match all filters'. The table contains 10 rows of contract data.

Filtered contracts	Manual exclusion	Accepts transfers in	Accepts transfers in: No change to transfer in	Allows transfers out	Unit Trust: IMA UK All Companies is Available	Model portfolio is Included
15 out of 75 contracts (20%) match all filters Show key	67%	100%	95%	96%	67%	27%
Aberdeen Asset Management Aberdeen Investment Trust ISA	Included	Yes	Yes	Yes	NO	NO
Aberdeen Asset Management Aberdeen Multi-Manager Unit Trust ISA	Included	Yes	Yes	Yes	NO	NO
Aberdeen Asset Management Aberdeen UK OEIC ISA	Included	Yes	Yes	Yes	Yes	NO
AEGON Retirement Choices AEGON Stocks & Shares ISA	Included	Yes	Yes	Yes	Yes	Yes
AJ Bell (Sippcentre) AJ Bell Sippcentre Investment ISA	Included	Yes	Yes	Yes	Yes	NO
Alliance Trust Savings Limited ISA - Stocks & Shares Component	Included	Yes	Yes	Yes	Yes	NO
Alliance Global Investors Investment Funds ISA	Included	Yes	NO	Yes	Yes	NO
Artemis Fund Managers ISA	Included	Yes	Yes	Yes	Yes	NO
Ascentric Ascentric Stocks & Shares ISA	Included	Yes	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:

Unit Trust: IMA UK All
Companies 
is Available

Model portfolios 
is Included