# sipri

**STOCKHOLM INTERNATIONAL
PEACE RESEARCH INSTITUTE**

# *MACONOMY MANUAL*

## 7. Set Preferences

*Responsible: Accountant*

*Revised: September 29, 2020*

**sipri**

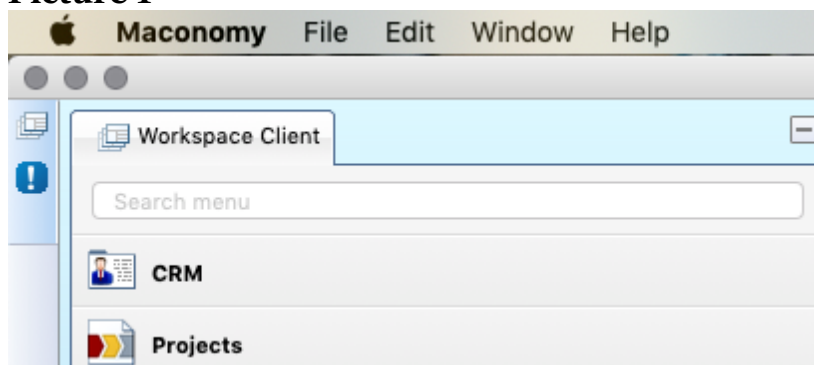**STOCKHOLM INTERNATIONAL
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# Set Preferences

The first time you use Maconomy, it is a good idea to set some preferences.
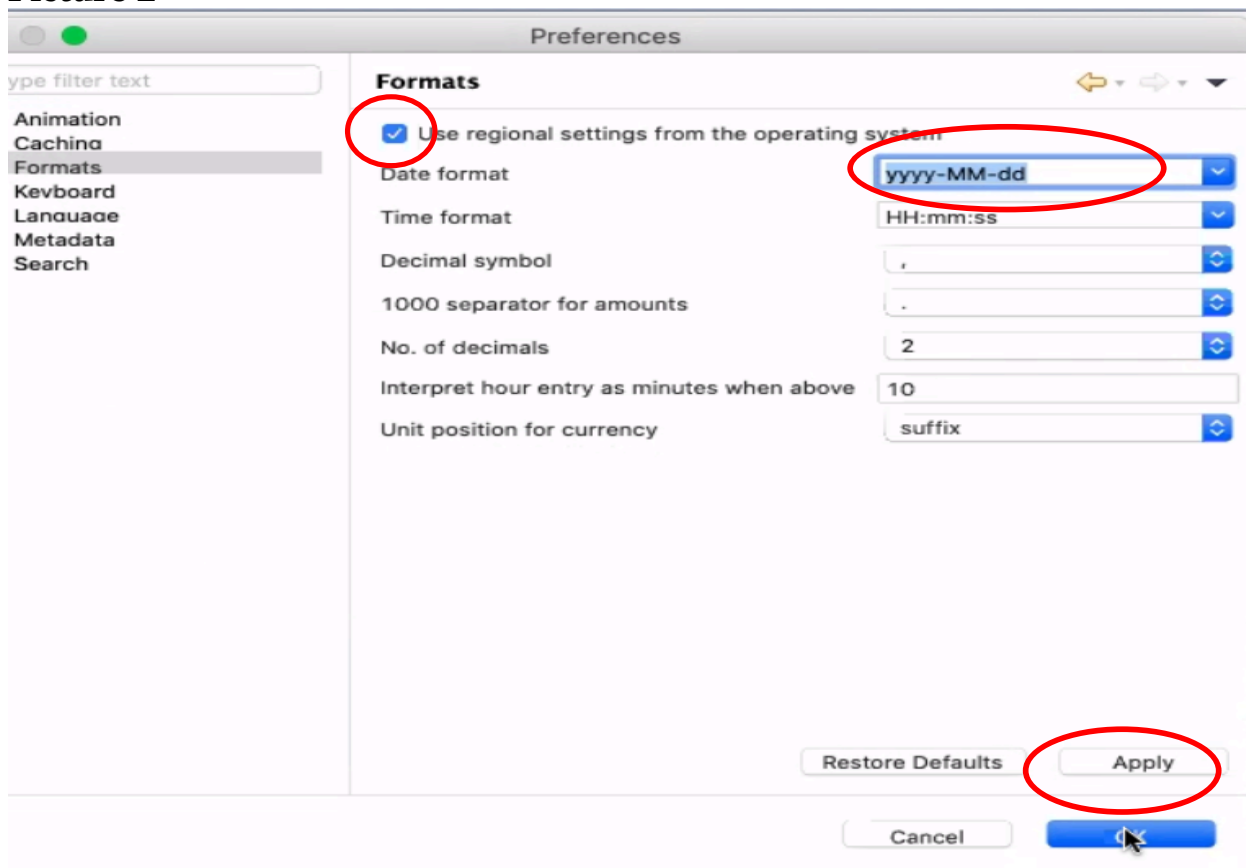
Click Maconomy/Preferences

Click *Format* in the left column. See picture 1.

**Picture 1**



Change the settings according to the picture. Click Apply. See picture 2.
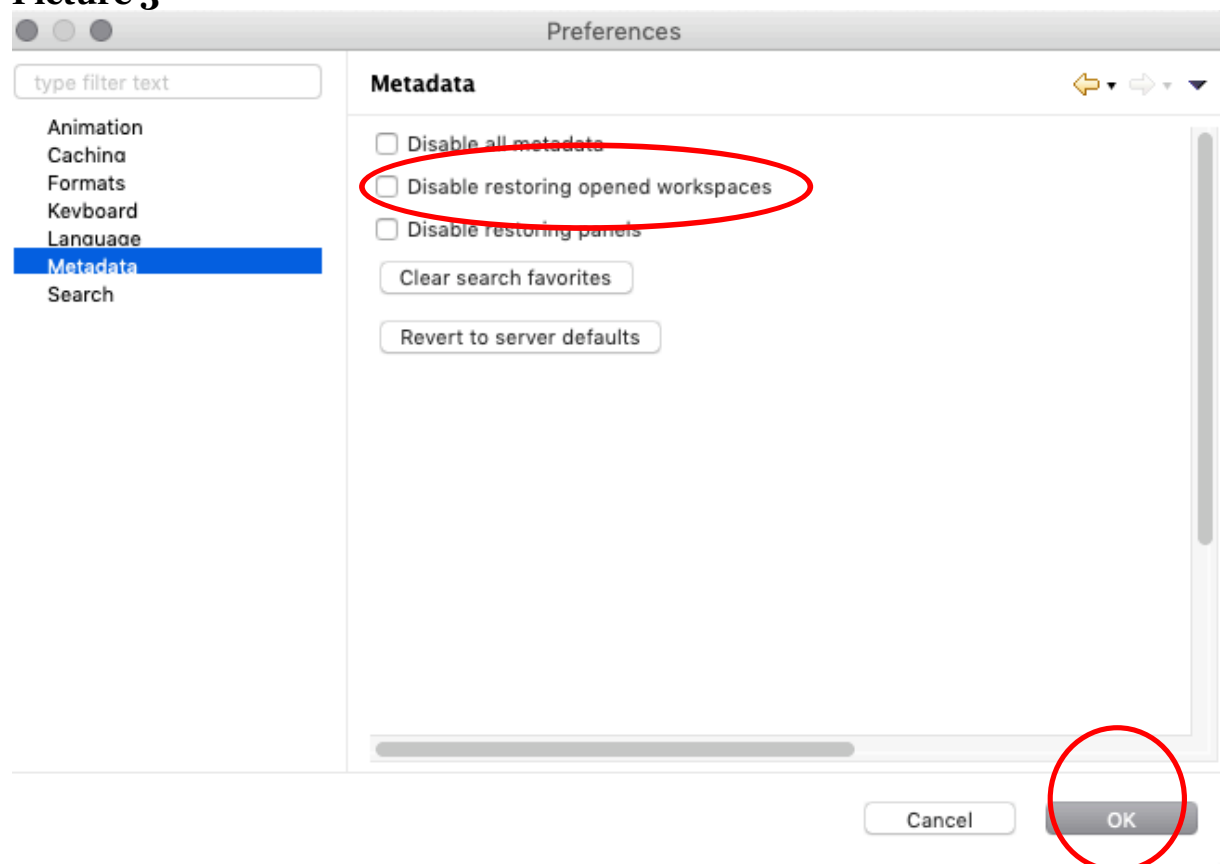
**Picture 2**

Then Click *Metadata* in the left column.

Take away the check mark for *Disable restoring opened workspaces*.
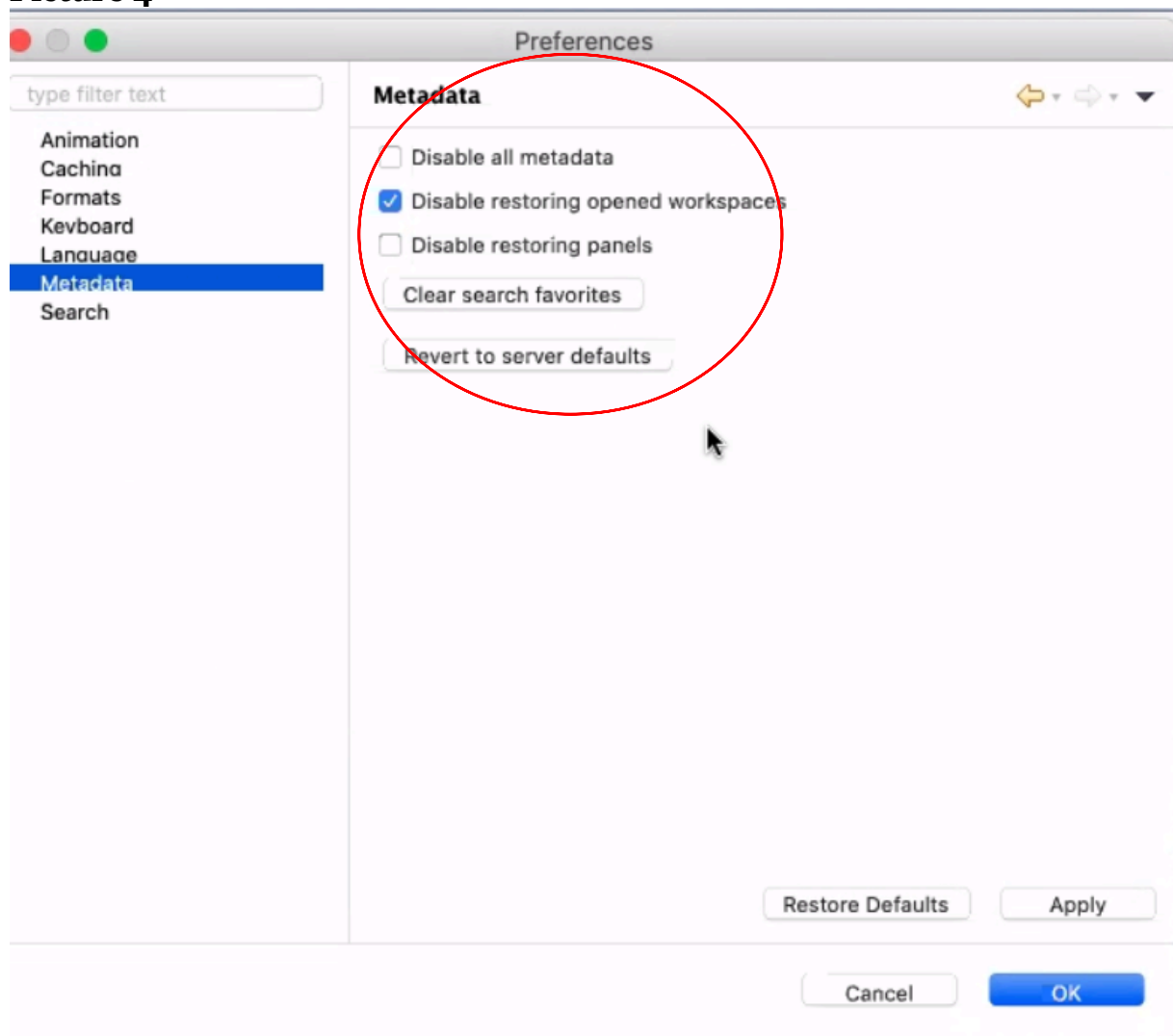
If you do so, the same tabs you had opened, when you closed Maconomy, will appear when you log in to Maconomy next time. Click *Apply*. See picture 3.
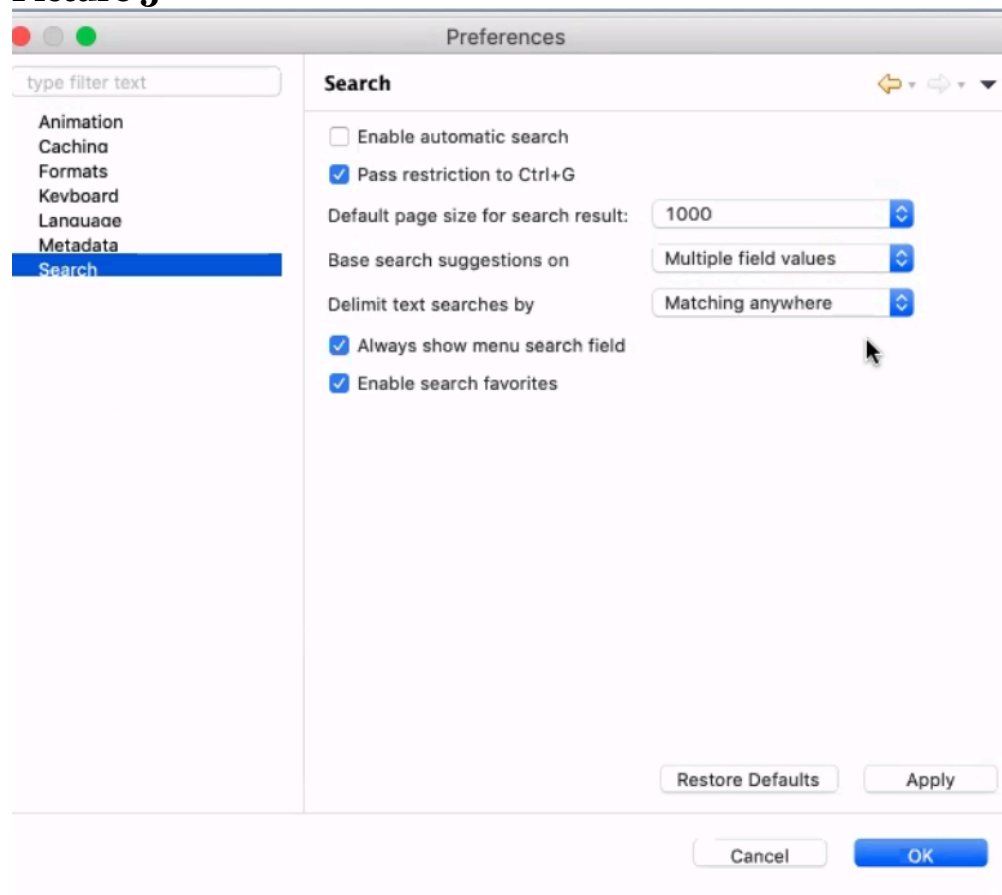
**Picture 3**



If you want to only have the view with the tab Time & Expenses, when you log in to Maconomy, tick the box *Disable restoring opened workspaces*. See picture 4.

**Picture 4**



Then click *Search i*n the left column and change according to picture 5..

**Picture 5**



Click *Apply*. Then click *OK,* and your settings are done!

For any questions, please send an e-mail to *maconomy.support@sipri.org*

Good luck!