## Installing Continia Web Approval Portal - Cloud: Continia Webportal settings - Business Central Cloud

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With the Continia Web Approval Portal for Document Capture, you can approve documents as purchase invoices and credit notes. Setting up the configuration for the approval portal is easily completed. Let's go through the Continia Web Approval Portal setup together.

Select the "magnifier" to find the Web Approval Portal configuration.	Sandbox Q       P
Select "Continia Web Portal List".	agement       TELL ME WHAT YOU WANT TO DO               Z <sup>3</sup> ×              X             E
The first step is to create a Web Portal record. In this session, the configuration is named " <b>WEB</b> " which is entered in the " <b>Code</b> " field. In the Web Portal List, you can edit the configuration directly or open the configuration details by selecting Edit List in the ribbon.	←       CONTINIA WEB PORTAL LIST I WORK DATE: 08-04-2019       ✓ SAVED         ✓       ✓       Search       + New
After entering the code for the Web Portal configuration, several fields are auto-filled with values. One of the fields, <b>"Office 365 Web Service URL</b> <b>(SOAP)</b> ", which is the URL for the Business Central web services, is used for authenticating the Office 365 users when accessing the Continia Web Approval Portal.	CONTINIA WEB PORTAL LIST   WORK DATE: 08-04-2019     ✓ SAVED

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Select "Edit" in the ribbon.	CONTINIA WEB PORTAL LIST   WORK DATE: 08-04-2019 SAVED
	Code ↑       Welcome E- Mails       Language Web Site Url       Office 365 Web Service URL (SO.0P)       Name         →       WEE       Image: Manually       https://www.continiaonline.com       https://api.businesscentral.dyn       en-GB
The first field on the page is the <b>"Code"</b> . Please notice, you can only have one web configuration per company. However, the same configuration can be used across companies in the same database.	CORTAL CARD I WORK DATE: 08-04-2019
The field " <b>Welcome E-Mails</b> " determines how welcome e-mails are sent. When exporting Continia Users that are granted access to the web approval portal, the "Send automatically" will automatically send a welcome e- mail to new users. "Send manually" disables the automatic sending of welcome e-mails. The welcome e-mails are sent manually from the Continia User page on demand. The approver only receives a welcome e-mail once. When new users are configured as approvers and the "Sending welcome e-mail" is triggered, it is only the new approvers that receive an e-mail. If the e-mail address of an approver is changed, the welcome e- mail is sent again when the sending function is activated.	CORTAL CARD I WORK DATE: 08-04-2019     OFTICE OF OUT OUT OF OUT OUT OF OUT
Office 365 authentication is a set of settings for handling user authentication for Office 365 users. Before setting up Continia Web Approval with Office 365 Authentication, please consult Microsoft Docs regarding details about configuring Office 365 authentication for Business Central. The value for <b>"Azure Application Id"</b> is found in the Microsoft Azure Portal under the Business Central OnPrem section.	CORTAL CARD J WORK DATE: 08-04-2019
The <b>"Azure Application Key"</b> is found in the Microsoft Azure Portal under the Certificates & Secrets section.	CORTAL CARD J WORK DATE: 08-04-2019     P      SAVE     WEB     General     Code     WEB     WEB     WEB     WEB USER DEFAULTS     Language     en-G8     Units Formatting     Garban     Azure Application Id     Azure Application Key

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The Web User Defaults are settings that apply as default values for the users accessing the Web Approval Portal.	WORK DATE: 08-04-2019 (2) + 🗊 🗸 SAVED 🖬 2
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approval in the field "Language".	WEB LISER DEFAULTS
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You choose the default formatting used in the web approval in the field " <b>Units Formatting</b> ".	WORK DATE: 08-04-2019 () + 🖻 🗸 SAVED 🖬 🖓
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You choose the default time zone used in the web approval in the field " <b>Time Zone</b> ".	WORK DATE: 08-04-2019 🖉 + 🖻 🗸 SAVED 🗗 🖍
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Select " <b>Back</b> " to return to the Continia Web Portal List.	LORTAL CARD I WORK DATE: 08-04-2019 C +  Saved
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Select "Back" to return to the role center.	CONTINIA WEB PORTAL LIST I WORK DATE: 08-04-2019
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