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.
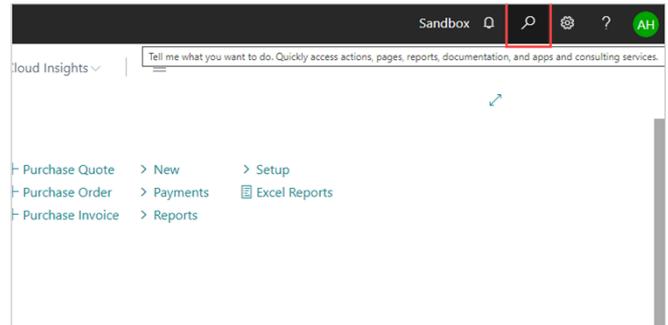
Enter the text "**continia web portal list**" to start searching.
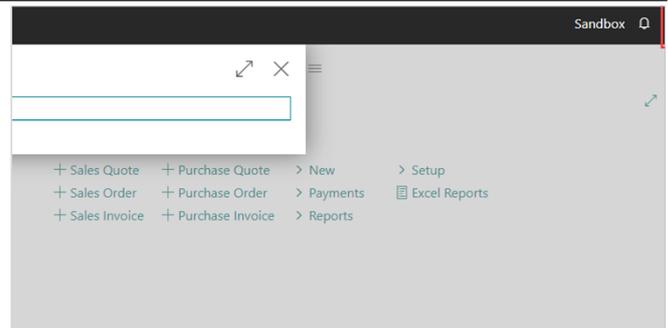
Select "**Continia Web Portal List**".
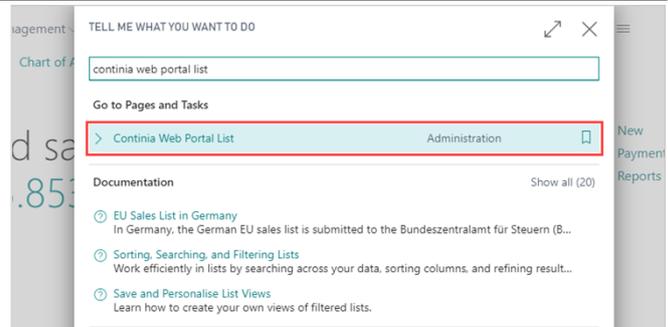
The first step is to create a Web Portal record.
In this session, the configuration is named "**WEB**" which is entered in the "**Code**" field.
In the Web Portal List, you can edit the configuration directly or open the configuration details by selecting Edit List in the ribbon.
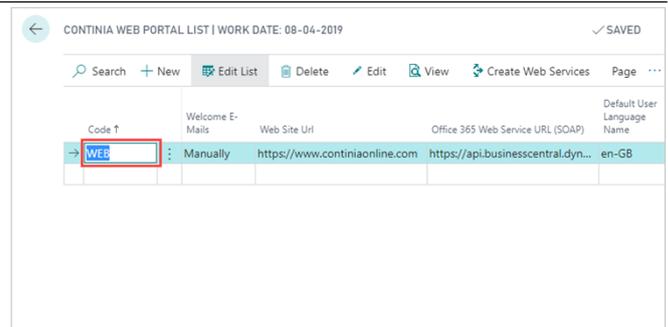
After entering the code for the Web Portal configuration, several fields are auto-filled with values. One of the fields, "**Office 365 Web Service URL (SOAP)**", which is the URL for the Business Central web services, is used for authenticating the Office 365 users when accessing the Continia Web Approval Portal.
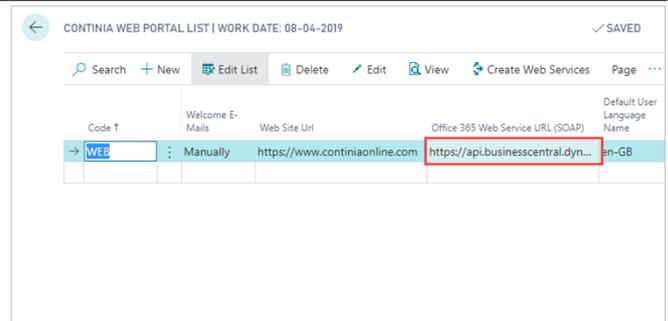
Select "**Edit**" in the ribbon.
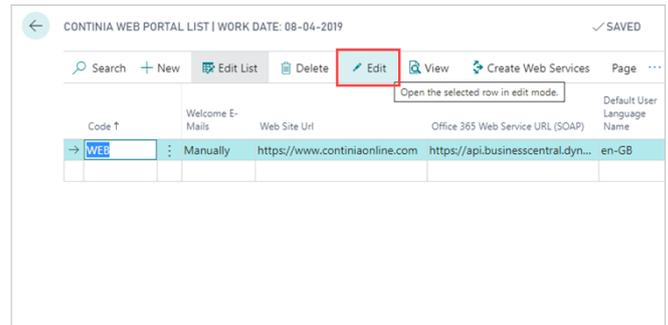
The first field on the page is the "**Code**".
Please notice, you can only have one web configuration per company. However, the same configuration can be used across companies in the same database.
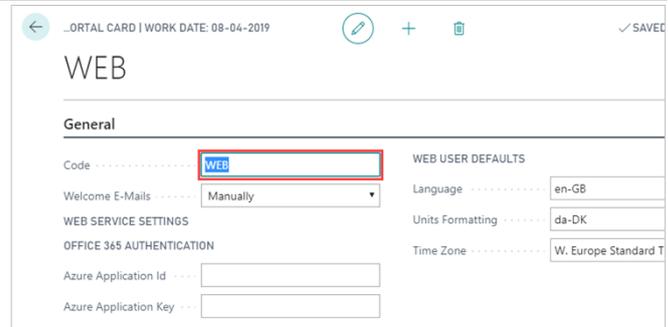
The field "**Welcome E-Mails**" determines how welcome e-mails are sent.
When exporting Continia Users that are granted access to the web approval portal, the "Send automatically" will automatically send a welcome e-mail to new users.
"Send manually" disables the automatic sending of welcome e-mails. 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.
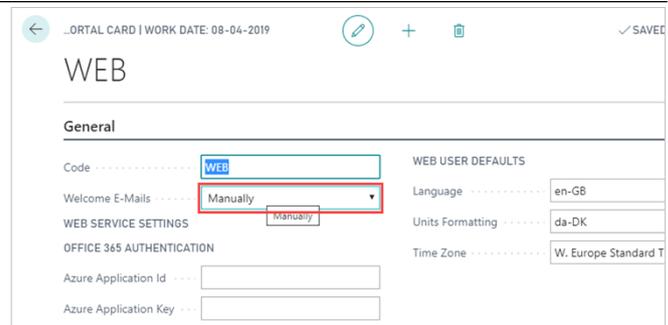
Office 365 authentication is a set of settings for handling user authentication for Office 365 users. Before setting up Continia Web Approval with Office 365 Authentication, please consult Microsoft Docs regarding details about configuring Office 365 authentication for Business Central.
The value for "**Azure Application Id**" is found in the Microsoft Azure Portal under the Business Central OnPrem section.
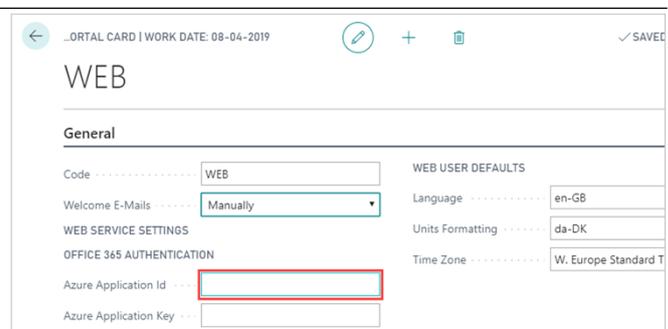
The "**Azure Application Key**" is found in the Microsoft Azure Portal under the Certificates & Secrets section.
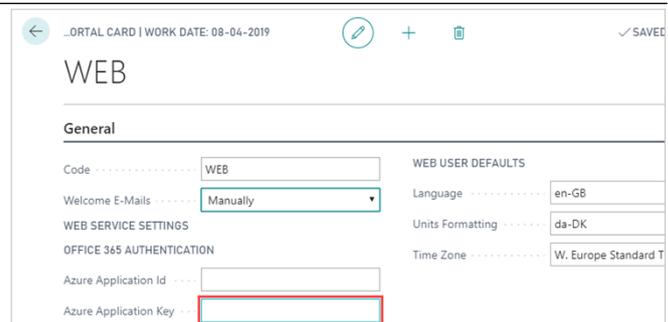
The Web User Defaults are settings that apply as default values for the users accessing the Web Approval Portal.
You choose the default language used in the web approval in the field "**Language**".
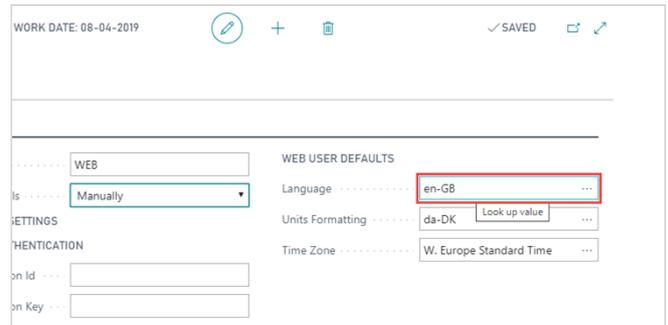
You choose the default formatting used in the web approval in the field "**Units Formatting**".

You choose the default time zone used in the web approval in the field "**Time Zone**".
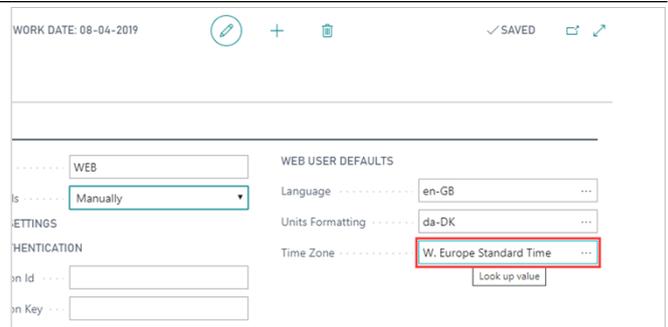
Select "**Back**" to return to the Continia Web Portal List.

Select "**Back**" to return to the role center.