With Continia Document Capture you can approve documents, like purchase invoices and credit notes, through the Continia Web Approval Portal. Setting up the configuration for the approval portal is easily handled by activating the Document Capture Setup Wizard. However, if you like to go through the settings on a more detailed level, you can access the setup page directly.
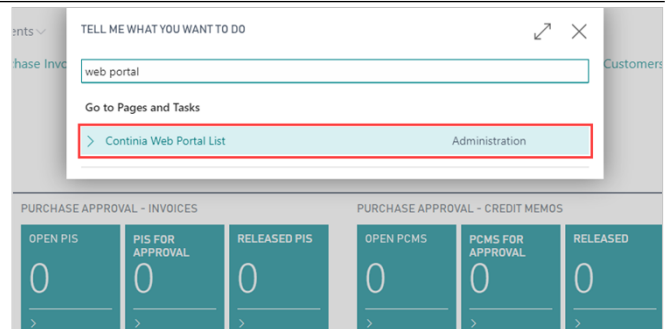
Select the "**magnifier**" to find the Web Approval Portal configuration.
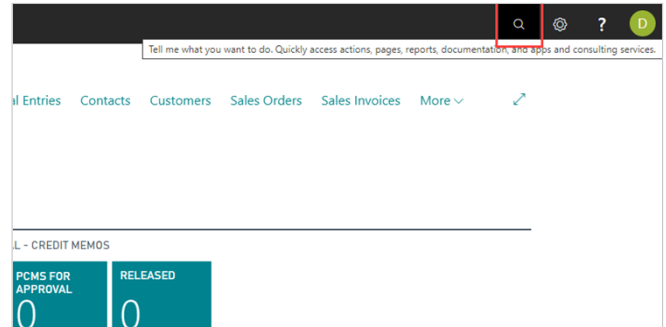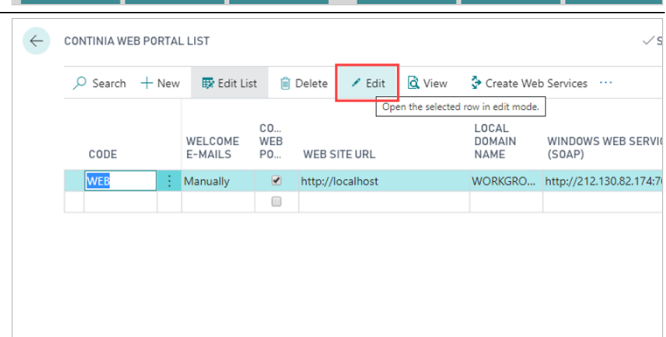
Enter the text: "**web portal**" to start searching.
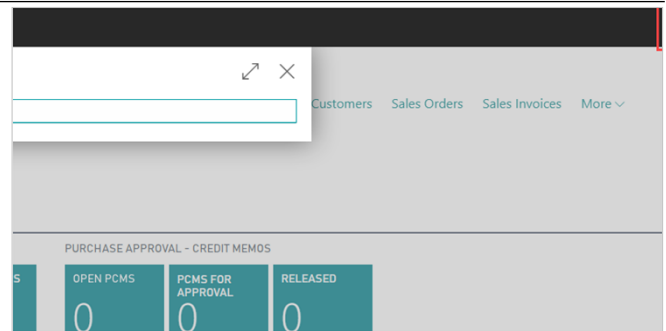
Select "**Continia Web Portal List**".

The Web Portal list opens and enabling you to edit the configuration directly in the list or open the configuration details by selecting "**Edit**" in the ribbon.

The field "**Code**" is the unique code of the Continia Web Portal record, which was autogenerated by the Document Capture Setup Wizard.
When manually configuring the Web Approval Portal setting, the unique code for the Continia Web Portal record is entered In the field "**Code**".
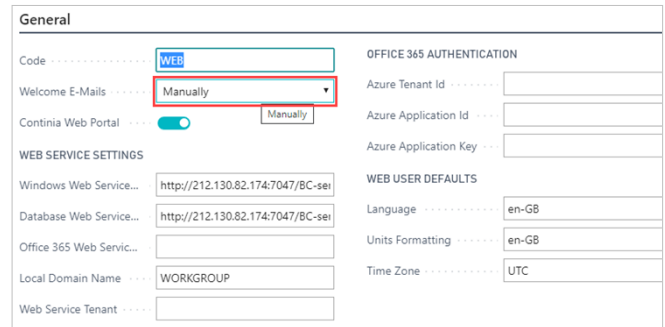Please notice, you can only have one web configuration per company. However, the same configuration can be used across companies in the same database.
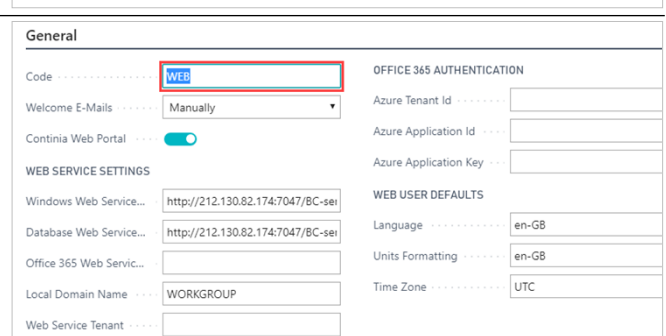
The field "**Welcome E-Mails**" determines how welcome e-mails are sent.
When exporting Continia Users, that are granted access to the web approval portal, the "Send automatically" will automatically send a welcome e-mail to new users.
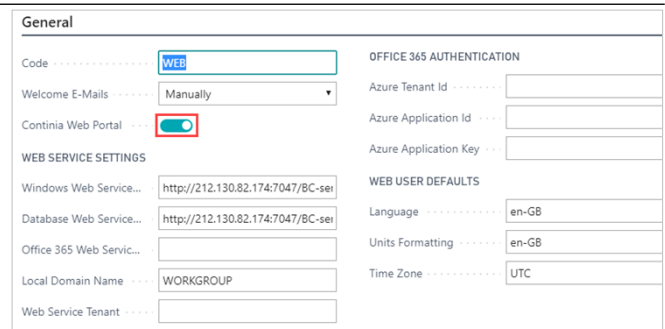"Send manually" disables the automatic sending of welcome e-mails. The welcome e-mails are sent manually from the Continia User page on demand. The approver only receives the welcome e-mail once. When new users are configured as approvers, and the "Sending welcome e-mail" is triggered, only the new approvers 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.

Activating the switch "**Continia Web Portal**", allows you to use the Approval Portal, which is provided and hosted online by Continia Software. Among others, the benefits of the hosted portal is installation and maintenance free, automatic update, and accessible from around the globe.
 If the switch is set to OFF, the Approval Portal must be installed On-Premises and updated manually.
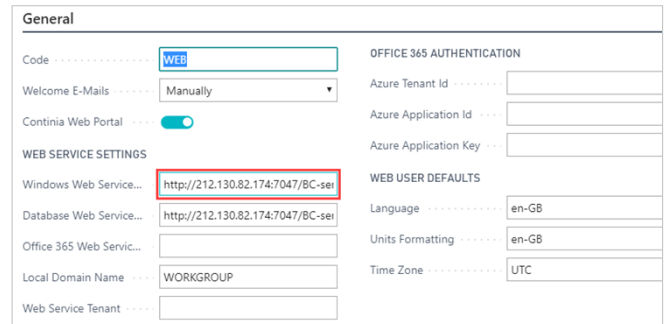
Web Service Settings are configuration details that refer to how the authentication and communication with the Business Central service tier is handled.

When utilizing the Web Approval Portal hosted by Continia, the three following URL fields must point to the customer's external IP addresses or hostnames. Besides these settings, the customer's router/firewall must be configured to forward requests from the hosted Approval Portal to the customer's internal Business Central service tier.   To heighten the secure level of the communication between the networks, please only allow requests from the Contina IP 23.102.56.117 for production environments and IP 137.117.224.218 for test environments.
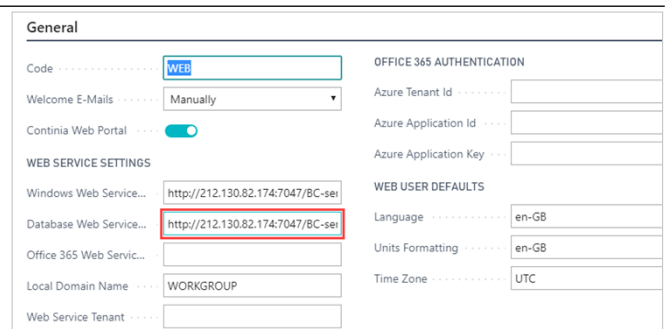The "**Windows Web Service URL (SOAP)**" is the URL for the Business Central web services. It points to the ServiceTier, which authenticates the users with Windows credentials.
Remember that if all users in Business Central are Windows users, you only need to fill out this URL.

The "**Database Web Service URL (SOAP)**" is the URL for the Business Central web services, that points to the ServiceTier. This authenticates the users with database logins (or NavUserPassword).
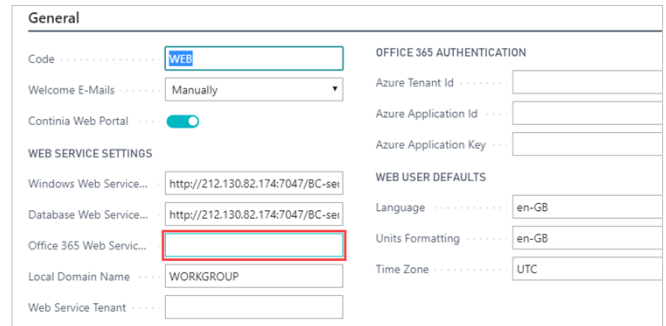If all users in Business Central are database users - you only need to fill out this URL.

The "**Office 365 Web Service URL (SOAP)**" is the URL for the Business Central web services, that points to the ServiceTier. This authenticates the users with Offfice 365 logins.
If all users in Business Central are Office 365 users - you only need to fill out this URL.
Please notice, that if the users are in a mixed authentications environment, you need to set up multiple ServiceTiers and enter the URL for Windows Web Service, Database Web Service, and Office 365 Web Service URL (SOAP).
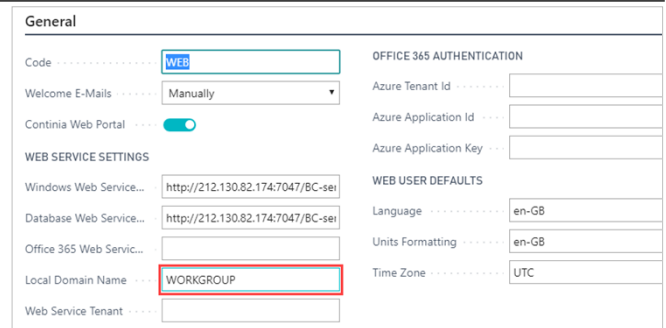
Fill in the "**Local Domain Name**" under which you have created the Windows users. This is only relevant for NAV versions that do not include the domain name as part of the user-ID in NAV.
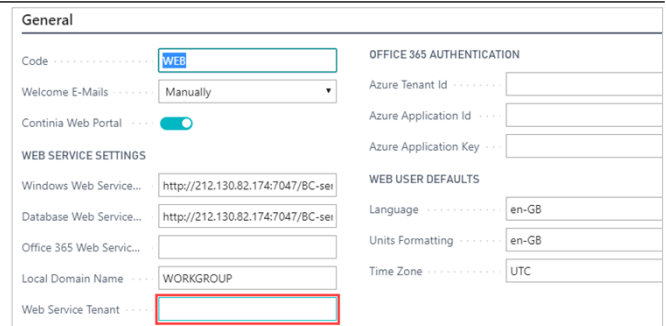
"**Web Service Tenant**" is the Tenant ID of the current database, when setting up multi-tenancies.
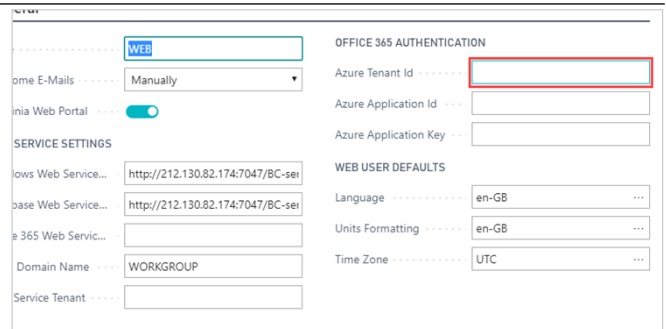
Office 365 authentication is a set of settings for handling the user authentication for Office 365 users. Before setting up Continia Web Approval with Office 365 Authentication, you need to configure Business Central and your users to login with Office 365.
Please consult Microsoft Docs regarding details about configuring Office 365 authentication for Business Central.
The value for "**Azure Tenant Id**" is found in the Microsoft Azure Portal under the Business Central OnPrem section.
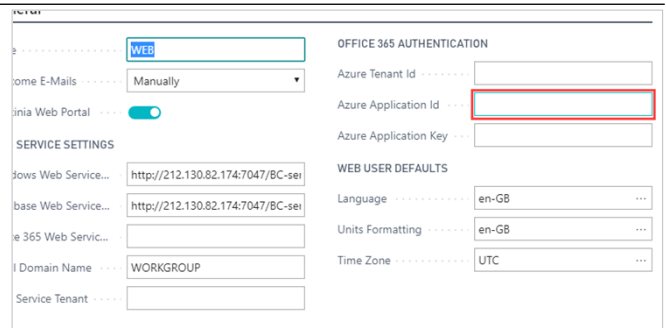
The value for "**Azure Application Id**" is found in the Microsoft Azure Portal under the Business Central OnPrem section.
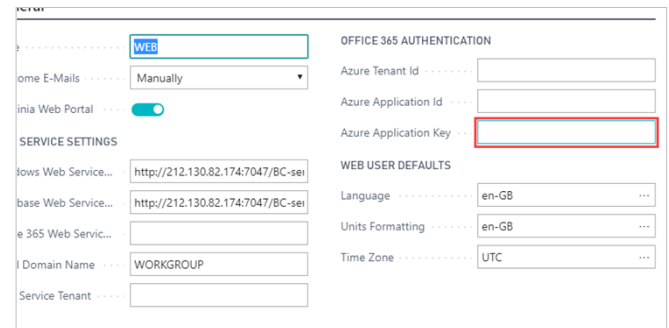
The "**Azure Application Key**" is found in the Micorosoft Azure Portal under the Certificates & Secrets section.
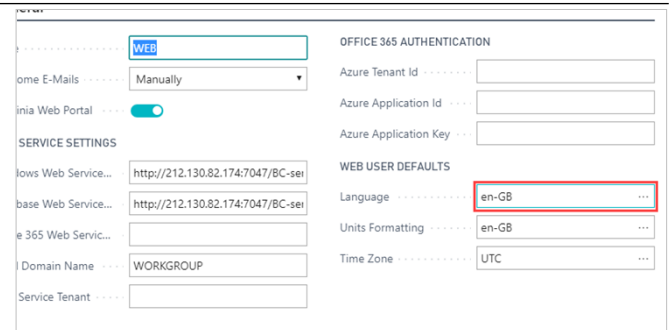
The Web User Defaults are settings that apply as default values for the users accessing the Web Approval Portal.
You choose the default language used in the web approval in the field "**Language**".
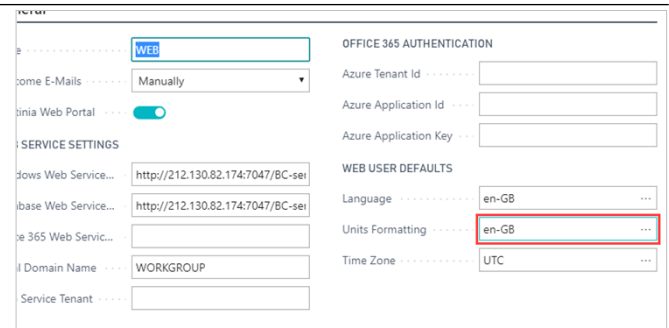
You choose the default formatting used in the web approval in the field "**Units Formatting**".
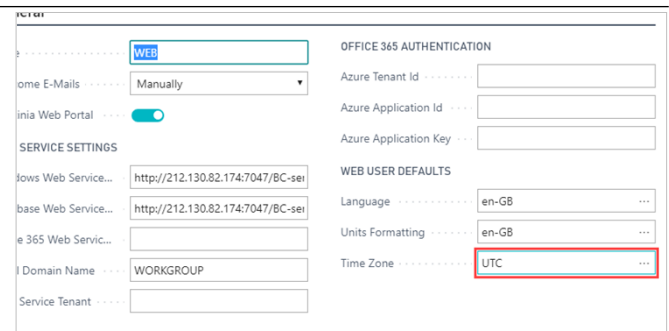
You choose the default time zone used in the web approval in the field "**Time Zone**".