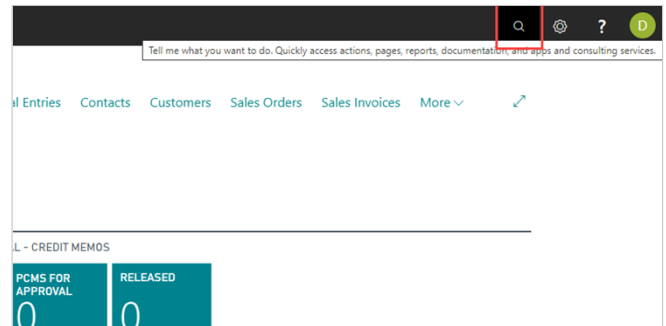
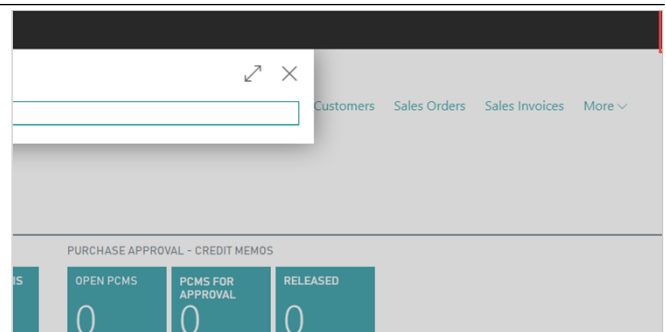


With Continia Document Capture you can approve documents, like purchase invoices and credit notes, through the Continia Web Approval Portal. Setting up the configuration for the approval portal is easily handled by activating the Document Capture Setup Wizard. However, if you like to go through the settings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

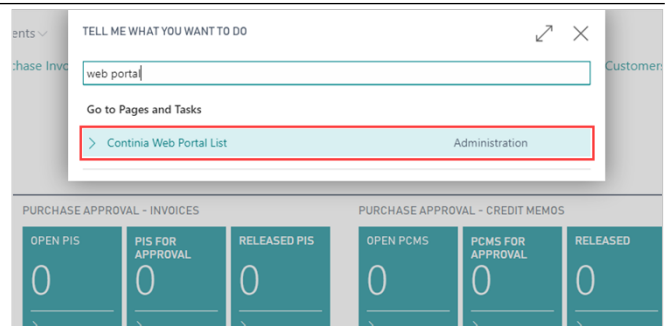
Select the "**magnifier**" to find the Web Approval Portal configuration.



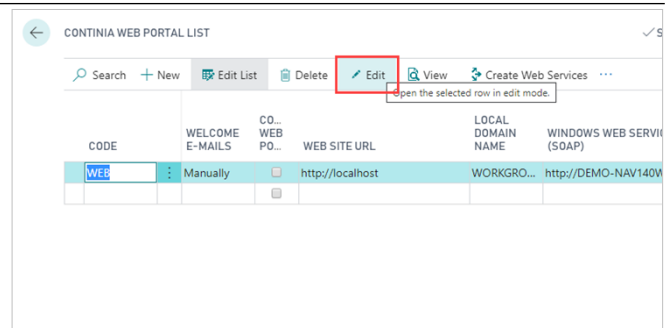
Enter the text: "**web portal**" to start searching.



Select "**Continia Web Portal List**".



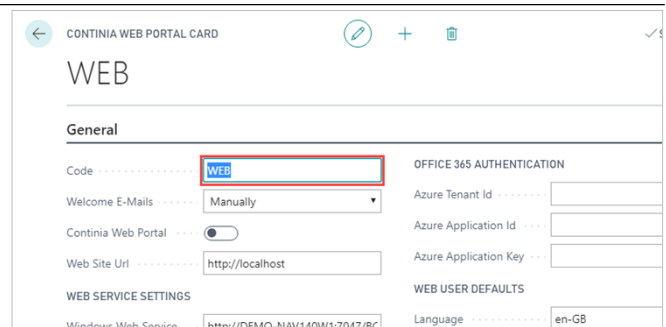
The Web Portal list opens and enabling you to edit the configuration directly in the list or open the configuration details by selecting "**Edit**" in the ribbon.



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**".

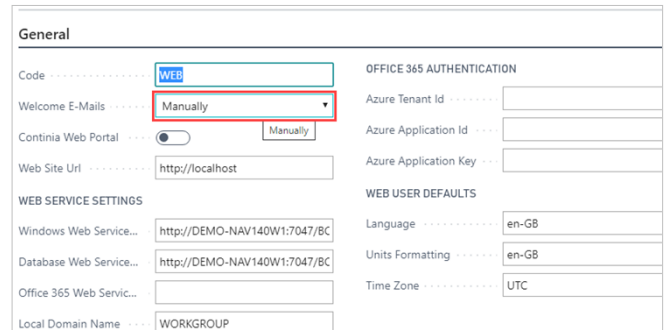
Please notice, you can only have one web configuration per company. However, the same configuration can be used across companies in the same database.



The field **"Welcome E-Mails"** determines how welcome e-mails are sent.

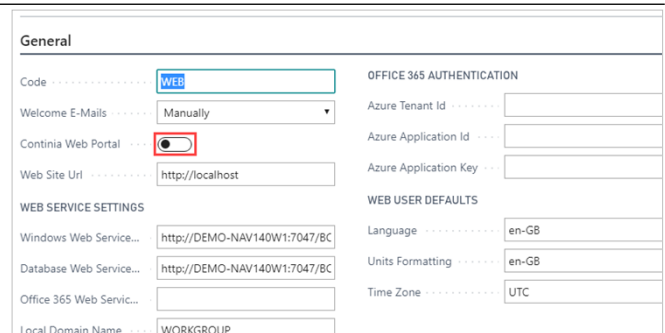
When exporting Continia Users, that are granted access to the web approval portal, the "Send automatically" will automatically send a welcome e-mail to new users.

"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.



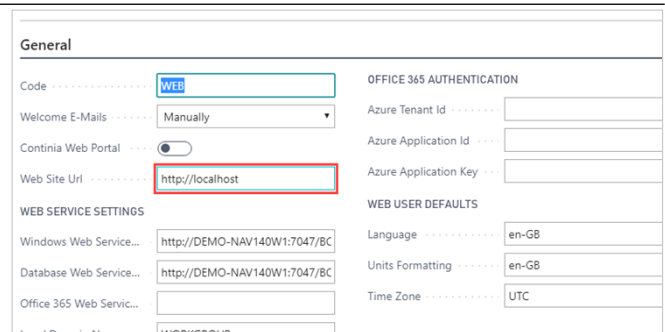
General	
Code	WEB
Welcome E-Mails	Manually
Continia Web Portal	<input checked="" type="radio"/> Automatically <input type="radio"/> Manually
Web Site Url	http://localhost
WEB SERVICE SETTINGS	
Windows Web Service...	http://DEMO-NAV140W1:7047/BC
Database Web Service...	http://DEMO-NAV140W1:7047/BC
Office 365 Web Servic...	
Local Domain Name	WORKGROUP
OFFICE 365 AUTHENTICATION	
Azure Tenant Id	
Azure Application Id	
Azure Application Key	
WEB USER DEFAULTS	
Language	en-GB
Units Formatting	en-GB
Time Zone	UTC

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.



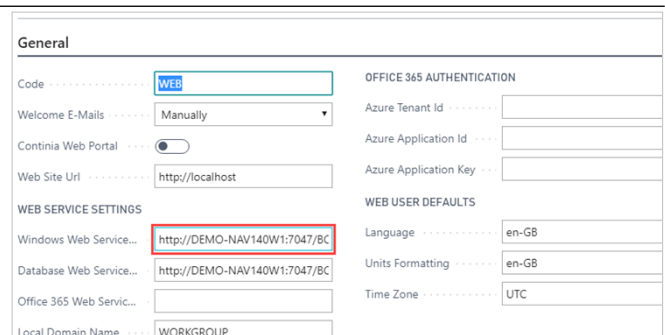
General	
Code	WEB
Welcome E-Mails	Manually
Continia Web Portal	<input checked="" type="radio"/> Automatically <input type="radio"/> Manually
Web Site Url	http://localhost
WEB SERVICE SETTINGS	
Windows Web Service...	http://DEMO-NAV140W1:7047/BC
Database Web Service...	http://DEMO-NAV140W1:7047/BC
Office 365 Web Servic...	
Local Domain Name	WORKGROUP
OFFICE 365 AUTHENTICATION	
Azure Tenant Id	
Azure Application Id	
Azure Application Key	
WEB USER DEFAULTS	
Language	en-GB
Units Formatting	en-GB
Time Zone	UTC

The field **"Web Site Url"** is a web address for your on-premises installed Approval Portal. This field is only visible if the switch "Continia Web Portal" is set to "No".



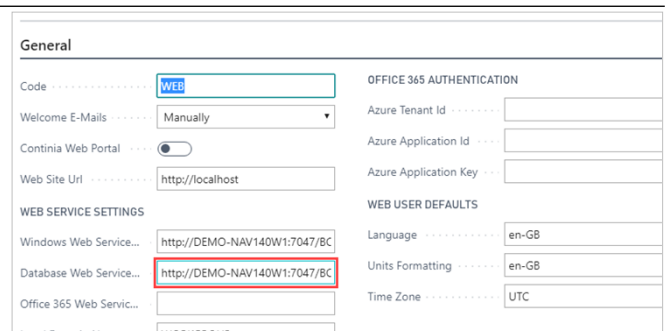
General	
Code	WEB
Welcome E-Mails	Manually
Continia Web Portal	<input checked="" type="radio"/> Automatically <input type="radio"/> Manually
Web Site Url	http://localhost
WEB SERVICE SETTINGS	
Windows Web Service...	http://DEMO-NAV140W1:7047/BC
Database Web Service...	http://DEMO-NAV140W1:7047/BC
Office 365 Web Servic...	
Local Domain Name	WORKGROUP
OFFICE 365 AUTHENTICATION	
Azure Tenant Id	
Azure Application Id	
Azure Application Key	
WEB USER DEFAULTS	
Language	en-GB
Units Formatting	en-GB
Time Zone	UTC

Web Service Settings are configuration details that refer to how the authentication and communication with the Business Central service tier is handled. 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.



General	
Code	WEB
Welcome E-Mails	Manually
Continia Web Portal	<input checked="" type="radio"/> Automatically <input type="radio"/> Manually
Web Site Url	http://localhost
WEB SERVICE SETTINGS	
Windows Web Service...	http://DEMO-NAV140W1:7047/BC
Database Web Service...	http://DEMO-NAV140W1:7047/BC
Office 365 Web Servic...	
Local Domain Name	WORKGROUP
OFFICE 365 AUTHENTICATION	
Azure Tenant Id	
Azure Application Id	
Azure Application Key	
WEB USER DEFAULTS	
Language	en-GB
Units Formatting	en-GB
Time Zone	UTC

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.



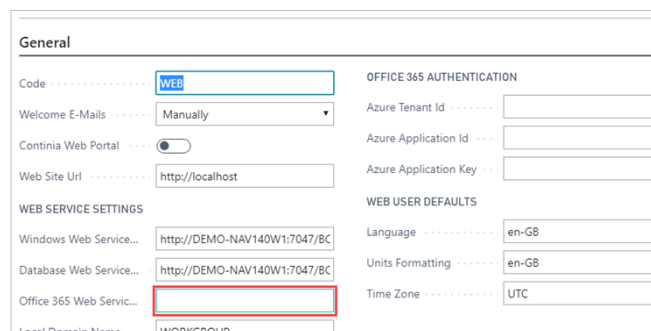
General	
Code	WEB
Welcome E-Mails	Manually
Continia Web Portal	<input checked="" type="radio"/> Automatically <input type="radio"/> Manually
Web Site Url	http://localhost
WEB SERVICE SETTINGS	
Windows Web Service...	http://DEMO-NAV140W1:7047/BC
Database Web Service...	http://DEMO-NAV140W1:7047/BC
Office 365 Web Servic...	
Local Domain Name	WORKGROUP
OFFICE 365 AUTHENTICATION	
Azure Tenant Id	
Azure Application Id	
Azure Application Key	
WEB USER DEFAULTS	
Language	en-GB
Units Formatting	en-GB
Time Zone	UTC

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 Office 365 logins.

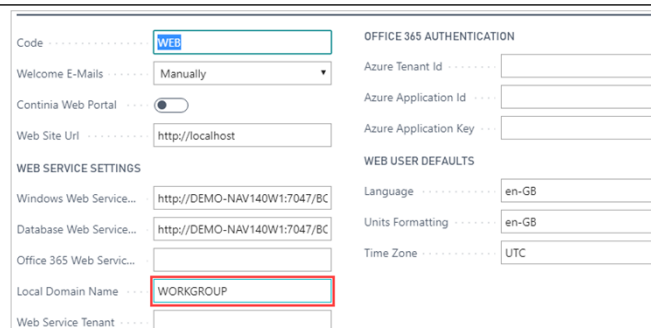
If all users in Business Central are Office 365 users - you only need to fill out this URL.

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.

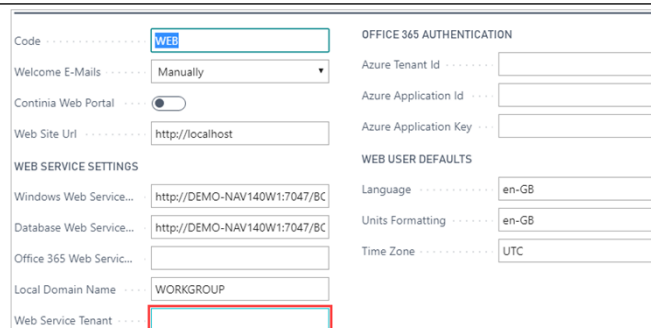


General	
Code	WEB
Welcome E-Mails	Manually
Continia Web Portal	<input checked="" type="radio"/>
Web Site Url	http://localhost
WEB SERVICE SETTINGS	
Windows Web Service...	http://DEMO-NAV140W1:7047/BC
Database Web Service...	http://DEMO-NAV140W1:7047/BC
Office 365 Web Service...	
Local Domain Name	WORKGROUP
OFFICE 365 AUTHENTICATION	
Azure Tenant Id	
Azure Application Id	
Azure Application Key	
WEB USER DEFAULTS	
Language	en-GB
Units Formatting	en-GB
Time Zone	UTC



General	
Code	WEB
Welcome E-Mails	Manually
Continia Web Portal	<input checked="" type="radio"/>
Web Site Url	http://localhost
WEB SERVICE SETTINGS	
Windows Web Service...	http://DEMO-NAV140W1:7047/BC
Database Web Service...	http://DEMO-NAV140W1:7047/BC
Office 365 Web Service...	
Local Domain Name	WORKGROUP
Web Service Tenant	
OFFICE 365 AUTHENTICATION	
Azure Tenant Id	
Azure Application Id	
Azure Application Key	
WEB USER DEFAULTS	
Language	en-GB
Units Formatting	en-GB
Time Zone	UTC

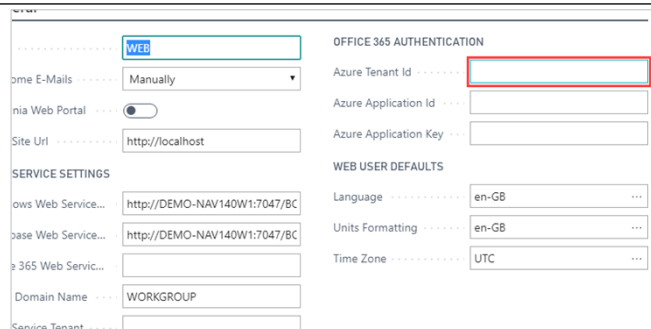
"**Web Service Tenant**" is the Tenant ID of the current database, when setting up multi-tenancies.



General	
Code	WEB
Welcome E-Mails	Manually
Continia Web Portal	<input checked="" type="radio"/>
Web Site Url	http://localhost
WEB SERVICE SETTINGS	
Windows Web Service...	http://DEMO-NAV140W1:7047/BC
Database Web Service...	http://DEMO-NAV140W1:7047/BC
Office 365 Web Service...	
Local Domain Name	WORKGROUP
Web Service Tenant	
OFFICE 365 AUTHENTICATION	
Azure Tenant Id	
Azure Application Id	
Azure Application Key	
WEB USER DEFAULTS	
Language	en-GB
Units Formatting	en-GB
Time Zone	UTC

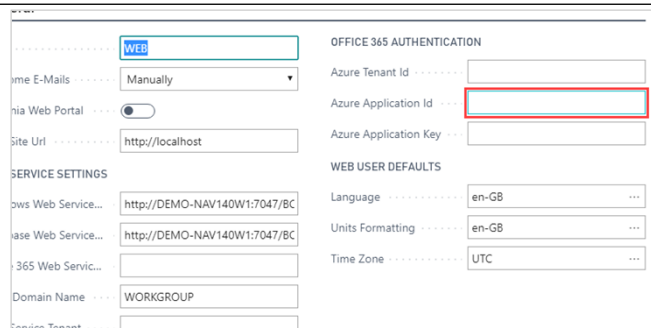
Office 365 authentication is a set of settings for handling the user authentication for Office 365 users. Before setting up Continia Web Approval with Office 365 Authentication, you need to configure Business Central and your users to login with Office 365. Please consult Microsoft Docs regarding details 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.



General	
Code	WEB
Welcome E-Mails	Manually
Continia Web Portal	<input checked="" type="radio"/>
Web Site Url	http://localhost
WEB SERVICE SETTINGS	
Windows Web Service...	http://DEMO-NAV140W1:7047/BC
Database Web Service...	http://DEMO-NAV140W1:7047/BC
Office 365 Web Service...	
Local Domain Name	WORKGROUP
Web Service Tenant	
OFFICE 365 AUTHENTICATION	
Azure Tenant Id	
Azure Application Id	
Azure Application Key	
WEB USER DEFAULTS	
Language	en-GB
Units Formatting	en-GB
Time Zone	UTC

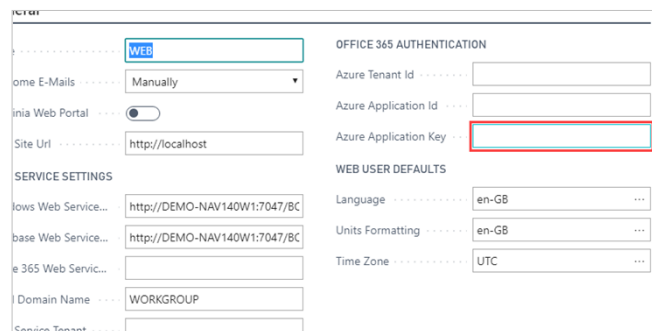
The value for "**Azure Application Id**" is found in the Microsoft Azure Portal under the Business Central OnPrem section.



General	
Code	WEB
Welcome E-Mails	Manually
Continia Web Portal	<input checked="" type="radio"/>
Web Site Url	http://localhost
WEB SERVICE SETTINGS	
Windows Web Service...	http://DEMO-NAV140W1:7047/BC
Database Web Service...	http://DEMO-NAV140W1:7047/BC
Office 365 Web Service...	
Local Domain Name	WORKGROUP
Web Service Tenant	
OFFICE 365 AUTHENTICATION	
Azure Tenant Id	
Azure Application Id	
Azure Application Key	
WEB USER DEFAULTS	
Language	en-GB
Units Formatting	en-GB
Time Zone	UTC

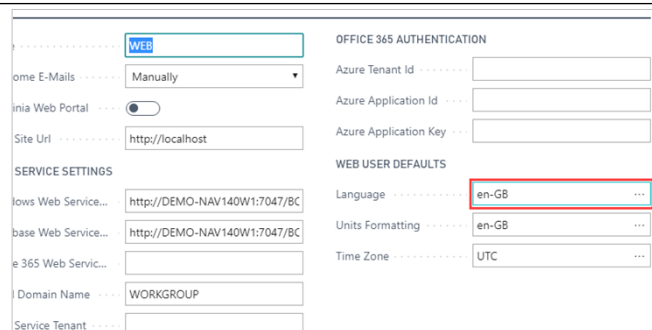
The Web User Defaults are settings that apply as default values for the users accessing the Web Approval Portal.

The "**Azure Application Key**" is found in the Microsoft Azure Portal under the Certificates & Secrets section.



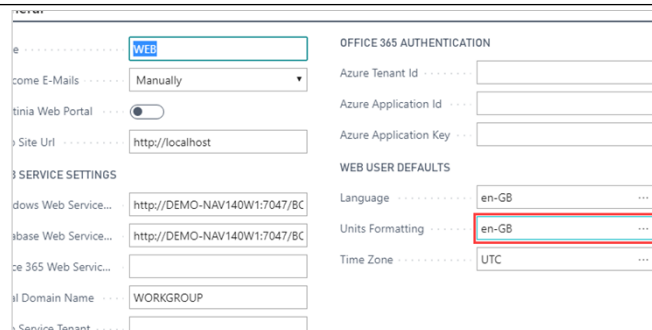
Continia Web portal settings page. The 'Azure Application Key' field under 'OFFICE 365 AUTHENTICATION' is highlighted with a red box.

You choose the default language used in the web approval in the field "**Language**".



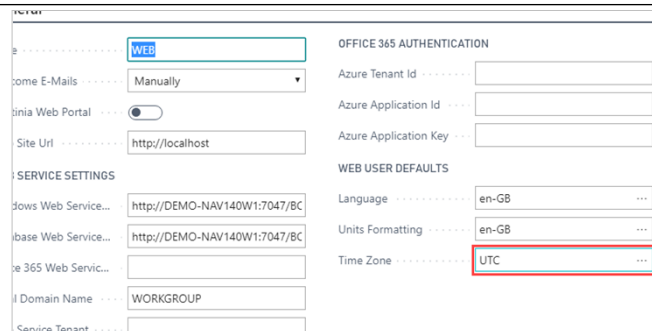
Continia Web portal settings page. The 'Language' field under 'WEB USER DEFAULTS' is highlighted with a red box.

You choose the default formatting used in the web approval in the field "**Units Formatting**".



Continia Web portal settings page. The 'Units Formatting' field under 'WEB USER DEFAULTS' is highlighted with a red box.

You choose the default time zone used in the web approval in the field "**Time Zone**".



Continia Web portal settings page. The 'Time Zone' field under 'WEB USER DEFAULTS' is highlighted with a red box.