1



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.	C C C C C C C C C C C C C C C C C C C
Enter the text: " web portal " to start searching.	Customers Sales Orders Sales Invoices More ~ PURCHASE APPROVAL - CREDIT MEMOS S OPEN PCMS PCMS FOR APPROVAL O O
Select "Continia Web Portal List ".	ants TELL ME WHAT YOU WANT TO DO 27 X chase Invo web portal Go to Pages and Tasks Customer. So to Pages and Tasks X Administration Customer. PURCHASE APPROVAL - INVOICES PURCHASE APPROVAL - CREDIT MEMOS PCMS FOR APPROVAL - CREDIT MEMOS RELEASED PIS OPEN PIS PIS FOR APPROVAL OPEN PCMS PCMS FOR APPROVAL OF NOVAL OPEN PCMS OPEN PCMS
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.	CONTINIA WEB PORTAL LIST
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.	CONTINIA WEB PORTAL CARD + • General Code • WEB • • Velcome E-Mails • • • Welcome E-Mails • • • • Welcome E-Mails • • • • • Web Site Url •



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

2

When exporting Continia Users, that are granted access to the web approval portal, the "Send automatically" will automatically send a welcome email 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 email is sent again, when the sending function is activated.

General	
Code · · · · · · · · · · · WEB	OFFICE 365 AUTHENTICATION
Welcome E-Mails · · · · · Manually	Azure Tenant Id
Continia Web Portal	Azure Application Id
Web Site Url http://localhost	Azure Application Key
WEB SERVICE SETTINGS	WEB USER DEFAULTS
Windows Web Service http://DEMO-NAV140W1:7047/BC	Languageen-GB
Database Web Service http://DEMO-NAV140W1:7047/BC	Units Formattingen-GB
Office 365 Web Servic	Time Zone · · · · · · UTC
Local Domain Name	

General

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.

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

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.

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.

Code · · · · · · · · · · · · · · · · · · ·	OFFICE 365 AUTHENTICATION		
Welcome E-Mails · · · · · · Manually	Azure Tenant Id		
Continia Web Portal	Azure Application Id		
Web Site Url	Azure Application Key		
WEB SERVICE SETTINGS	WEB USER DEFAULTS		
Windows Web Service http://DEMO-NAV140W1:7047/BC	Language en-GB		
Database Web Service http://DEMO-NAV140W1:7047/BC	Units Formatting · · · · · en-GB		
Office 365 Web Servic	Time Zone · · · · · · UTC		
Local Domain Name WORKGROUP			
General			
Code · · · · · · · · · · · WEB	OFFICE 365 AUTHENTICATION		
Welcome E-Mails · · · · · · Manually	Azure Tenant Id		
Continia Web Portal	Azure Application Id		
Web Site Url	Azure Application Key		
WEB SERVICE SETTINGS	WEB USER DEFAULTS		
Windows Web Service http://DEMO-NAV140W1:7047/BC	Language ····· en-GB		
Database Web Service http://DEMO-NAV140W1:7047/BC	Units Formatting · · · · · · en-GB		
Office 365 Web Servic	Time Zone · · · · · · UTC		
General			
General	OFFICE 365 AUTHENTICATION		
General Code WEB Welcome E-Mails	OFFICE 365 AUTHENTICATION Azure Tenant Id		
General Code · · · · · · · · · · · · · · · · · · ·	OFFICE 365 AUTHENTICATION Azure Tenant Id Azure Application Id		
General Code Welcome E-Mails Continia Web Portal Ontinia Web Portal Web Site Uri http://localhost	OFFICE 365 AUTHENTICATION Azure Tenant Id · · · · · · Azure Application Id · · · · Azure Application Key · · ·		
General Code Image: Code of the second sec	OFFICE 365 AUTHENTICATION Azure Tenant Id Azure Application Id Azure Application Id Azure Application Key WEB USER DEFAULTS		
General Code WEB Continia Web Portal Web Site Url Manually Continia Web Portal Web Site Url Mttp://localhost WEB SERVICE SETTINGS Windows Web Service http://DEMO-NAV140W1:7047/8C	OFFICE 365 AUTHENTICATION Azure Tenant Id Azure Application Id Azure Application Key WEB USER DEFAULTS Language en-GB		
General Code	OFFICE 365 AUTHENTICATION Azure Tenant Id Azure Application Id Azure Application Key WEB USER DEFAULTS Language en-GB Units Formatting en-GB		
General Code	OFFICE 365 AUTHENTICATION Azure Tenant Id Azure Application Id Azure Application Id Azure Application Key WEB USER DEFAULTS Language en-GB Units Formatting en-GB Time Zone UTC UTC		
General Code WEB Welcome E-Mails Manually Continia Web Portal • Web Site Url Inttp://localhost WEB SERVICE SETTINGS Mindows Web Service Windows Web Service Inttp://DEMO-NAV140W1:7047/BC Database Web Service Inttp://DEMO-NAV140W1:7047/BC Office 365 Web Service Local Domain Name Local Domain Name WORKGROUP	OFFICE 365 AUTHENTICATION Azure Tenant Id Azure Application Id Azure Application Key WEB USER DEFAULTS Language en-G8 Units Formatting en-G8 Time Zone UTC		
General Code Welcome E-Mails Manually Continia Web Portal Web Site Url Mttp://localhost Web Site Url Mttp://DEMO-NAV140W1:7047/BC Database Web Service Office 365 Web Service Local Domain Name WORKGROUP	OFFICE 365 AUTHENTICATION Azure Tenant Id Azure Application Id Azure Application Key WEB USER DEFAULTS Languageen-G8 Units Formattingen-G8 Time ZoneUTC		
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General Code WEB Welcome E-Mails Manually Continia Web Portal Methods Mttp://localhost Web Site Url http://DEMO-NAV140W1:7047/BC Database Web Service http://DEMO-NAV140W1:7047/BC Office 365 Web Service Local Domain Name WORKGROUP General Code WEB Web Portal Manually Continia Web Portal Manually Continia Web Portal Melcome E-Mails Manually Continia Web Portal Meb Site Url http://Iocalhost WEB SERVICE SETTINGS Windows Web Service http://DEMO-NAV140W1:7047/BC Database Web Service http://DEMO-NAV140W1:7047/BC 	OFFICE 365 AUTHENTICATION Azure Tenant Id Azure Application Id Azure Application Key WEB USER DEFAULTS Language en-G8 Units Formatting en-G8 Time Zone UTC OFFICE 365 AUTHENTICATION Azure Application Id Azure Application Key Units Formatting Units Formatting UNC UNC Azure Application Id Azure Application Key WEB USER DEFAULTS Language en-G8 Units Formatting		
General Code WEB Welcome E-Mails Manually Continia Web Portal • Web Site Url http://localhost WEB SERVICE SETTINGS Mindows Web Service Mindows Web Service http://DEMO-NAV140W1:7047/BC Office 365 Web Service http://DEMO-NAV140W1:7047/BC Coffice 365 Web Service Manually Local Domain Name WORKGROUP General Code Welcome E-Mails Manually Web Site Url http://localhost Web Site Url http://localhost Web Site Url http://DEMO-NAV140W1:7047/BC Ontinia Web Portal • Web Site Url http://DEMO-NAV140W1:7047/BC Windows Web Service http://DEMO-NAV140W1:7047/BC Database Web Service http://DEMO-NAV140W1:7047/BC Office 365 Web Service http://DEMO-NAV140W1:7047/BC	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 Azure Application Id Azure Tenant Id Azure Application Key WEB USER DEFAULTS Language en-GB Units Formatting en-GB Units Formatting en-GB Units Formatting en-GB Units Formatting en-GB Time Zone UTC		

3



The "Office 205 Mak Service UDL (SOAD)" is the				
The Office 365 web Service URL (SOAP) is the	General			
points to the ServiceTier. This authenticates the users	Code · · · · · · · · · · · · · · · · · · ·			
with Offfice 365 logins	Welcome E-Mails · · · · · Manually Azure Tenant Id · · · · · ·			
If all users in Business Central are Office 365 users -	Continia Web Portal · · · · • Azure Application Id · · · ·			
you only need to fill out this URL.	Web Site Url · · · · · · http://localhost Azure Application Key · · ·			
Please notice, that if the users are in a mixed	WEB SERVICE SETTINGS WEB USER DEFAULTS			
authentications environment, you need to set up	Windows Web Service http://DEMO-NAV140W1:7047/BC Language en-GB			
multiple ServiceTiers and enter the URL for Windows	Database Web Service http://DEMO-NAV140W1:7047/BC Units Formatting en-GB			
Web Service, Database Web Service, and Office 365	Office 365 Web Servic UTC			
Web Service URL (SOAP).	Local Domain Name · · · · WORKGROUP			
Fill in the "Local Domain Name" under which you	OFFICE 365 AUTHENTICATION			
have created the Windows users. This is only relevant	Code Azure Tenant Id			
for NAV versions that do not include the domain name	Continia Web Portal			
as part of the user-ID in NAV.	Web Site Ltd			
	WEB USER DEFAULTS			
	Windows Web Service http://DEMO-NAV140W1:7047/8C Language			
	Database Web Service http://DEMO-NAV140W1:7047/BC Units Formatting · · · · · en-GB			
	Office 365 Web Servic UTC			
	Local Domain Name			
	Web Service Tenant			
"Wab Sarvica Tapant" is the Tapant ID of the current				
database when setting up multi-tenancies	Code · · · · · · · · · · · · · · · · · · ·			
database, when setting up multi-tenancies.	Welcome E-Mails · · · · · Manually Azure Tenant Id · · · · · ·			
	Continia Web Portal			
	Web Site Url			
	WEB SERVICE SETTINGS WEB USER DEFAULTS			
	Windows Web Service http://DEMO-NAV140W1:7047/BC			
	Database Web Service http://DEMO-NAV140W1:7047/BC			
	Office 365 Web Servic			
	Local Domain Name			
Office 365 authentication is a set of settings for	OFFICE 365 AUTHENTICATION			
handling the user authentication for Office 365 users.	Azure Tenant Id			
Before setting up Continua Web Approval with Office	nia Web Portal			
365 Authentication, you need to configure Business	Site Url Azure Application Key			
Central and your users to login with Office 365.	SERVICE SETTINGS WEB USER DEFAULTS			
configuring Office 365 authentication for Business	ows Web Service http://DEMO-NAV140W1:7047/BC Language en-GB			
Central	pase Web Service http://DEMO-NAV140W1:7047/BC Units Formatting · · · · · en-G8 ····			
The value for "Azure Tenant Id" is found in the	e 365 Web Servic UTC			
Microsoft Azure Portal under the Business Central	Domain Name			
OnPrem section.	Service Tenant			
The value for "Azure Application Id" is found in the				
Microsoft Azure Portal under the Business Central	OFFICE 365 AUTHENTICATION			
OnPrem section	me E-Mails · · · · · Manually Azure Tenant Id · · · · · ·			
	nia Web Portal · · · · • Azure Application Id · · · ·			
	Site Url http://localhost Azure Application Key			
	SERVICE SETTINGS WEB USER DEFAULTS			
	pws Web Service http://DEMO-NAV140W1:7047/BC Language			
	ase Web Service http://DEMO-NAV140W1:7047/BC Units Formatting · · · · · en-GB ····			
	365 Web Servic Time Zone · · · · · UTC ····			
	Domain Name · · · · WORKGROUP			
	Service Tenant			

4



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The Web User Defaults are settings that apply as default values for the users accessing the Web Approval Portal.		WEB	OFFICE 365 AUTHENTICATION
	ome E-Mails	Manually	Azure Tenant Id
The "Azure Application Kev" is found in the	inia Web Portal		Azure Application Id
Microsoft Azure Portal under the Certificates & Secrets section.	Site Url	http://localhost	Azure Application Key
	SERVICE SETTINGS		WEB USER DEFAULTS
	lows Web Service	http://DEMO-NAV140W1:7047/BC	Language ····· en-GB ····
	base Web Service	http://DEMO-NAV140W1:7047/BC	Units Formatting · · · · · · en-GB · · · ·
	e 365 Web Servic		Time Zone
	Domain Name	WORKGROUP	
	Service Tenant		
You choose the default language used in the web			
approval in the field "Language".		WEB	OFFICE 365 AUTHENTICATION
	ome E-Mails	Manually •	Azure Tenant Id
	inia Web Portal		Azure Application Id
	Site Url	http://localhost	Azure Application Key
	SERVICE SETTINGS		WEB USER DEFAULTS
	lows Web Service	http://DEMO-NAV140W1:7047/BC	Language · · · · · · en-GB · · · ·
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	e 365 Web Servic		Time Zone · · · · · · UTC ····
	I Domain Name	WORKGROUP	
	Service Tenant		
You choose the default formatting used in the web	Term		
You choose the default formatting used in the web	e	· · · · · · · · · · · · · · · · · · ·	OFFICE 365 AUTHENTICATION
You choose the default formatting used in the web approval in the field " Units Formatting ".	e · · · · · · · · · · · · · · · · · · ·	MEB Manually	OFFICE 365 AUTHENTICATION Azure Tenant Id
You choose the default formatting used in the web approval in the field "Units Formatting" .	e · · · · · · · · · · · · · · · · · · ·	a WEB Manually ▼	OFFICE 365 AUTHENTICATION Azure Tenant Id Azure Application Id
You choose the default formatting used in the web approval in the field "Units Formatting" .	e · · · · · · · · · · · · · · · · · · ·	Manually Manually	OFFICE 365 AUTHENTICATION Azure Tenant Id · · · · · · · · · · · · · · · · · ·
You choose the default formatting used in the web approval in the field "Units Formatting" .	e	Manually Manually	OFFICE 365 AUTHENTICATION Azure Tenant Id Azure Application Id Azure Application Key WEB USER DEFAULTS
You choose the default formatting used in the web approval in the field "Units Formatting" .	e come E-Mails tinia Web Portal > Site Url 3 SERVICE SETTINGS dows Web Service	Manually Manually Manua	OFFICE 365 AUTHENTICATION Azure Tenant Id Azure Application Id Azure Application Key WEB USER DEFAULTS Language en-GB
You choose the default formatting used in the web approval in the field " Units Formatting ".	e		OFFICE 365 AUTHENTICATION Azure Tenant Id Azure Application Id Azure Application Key WEB USER DEFAULTS Language en-GB Units Formatting en-GB
You choose the default formatting used in the web approval in the field " Units Formatting ".	e	WEB Manually Image: Manuall	OFFICE 365 AUTHENTICATION Azure Tenant Id Azure Application Id Azure Application Key WEB USER DEFAULTS Language en-G8 Units Formatting Units Formatting Units Cone UTC
You choose the default formatting used in the web approval in the field "Units Formatting" .	e come E-Mails tinia Web Portal Site Url SERVICE SETTINGS dows Web Service passe Web Service ce 365 Web Servic I Domain Name	WEB Manually Manually Image: Ima	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
You choose the default formatting used in the web approval in the field "Units Formatting" .	e come E-Mails tinia Web Portal 3 SERVICE SETTINGS dows Web Service abase Web Service a 365 Web Servic 1 Domain Name 2 Service Tenant	WEB Manually Manually Image: Ima	OFFICE 365 AUTHENTICATION Azure Tenant Id Azure Application Id Azure Application Key WEB USER DEFAULTS Language en-GB units Formatting Inne Zone UTC
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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	e	WEB Manually Manually Image: Ima	OFFICE 365 AUTHENTICATION Azure Tenant Id Azure Application Id Azure Application Key WEB USER DEFAULTS Language en-G8 units Formatting en-G8 Time Zone UTC OFFICE 365 AUTHENTICATION
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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 ".	e	WEE Manually Manually http://localhost http://DEMO-NAV140W1:7047/BC http://DEMO-NAV140W1:7047/BC WORKGROUP WEE Manually	OFFICE 365 AUTHENTICATION Azure Tenant Id Azure Application Id Azure Application Key WEB USER DEFAULTS Language Units Formatting en-GB Time Zone UTC OFFICE 365 AUTHENTICATION Azure Tenant Id Azure Application Id
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 ".	e		OFFICE 365 AUTHENTICATION Azure Tenant Id Azure Application Id Azure Application Key WEB USER DEFAULTS Language Units Formatting en-G8 Time Zone UTC Azure Application Id Azure Application Key
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 ".	e come E-Mails com		OFFICE 365 AUTHENTICATION Azure Tenant Id
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 ".	e come E-Mails com	WEE Manually Manually Image: Manually	OFFICE 365 AUTHENTICATION Azure Tenant Id Azure Application Id Azure Application Key WEB USER DEFAULTS Language Units Formatting en-GB Time Zone OFFICE 365 AUTHENTICATION Azure Tenant Id Azure Application Id Azure Tenant Id Azure Application Key WEB USER DEFAULTS Language en-GB
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 ".	e come E-Mails com	WEE Manually Manually Image: Manually	OFFICE 365 AUTHENTICATION Azure Tenant Id Azure Application Id Azure Application Key WEB USER DEFAULTS Language Inits Formatting en-GB Time Zone UTC Azure Application Id UNITS OFFICE 365 AUTHENTICATION Azure Tenant Id Azure Application Id Azure Application Id MEB USER DEFAULTS Language en-GB Units Formatting en-GB
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 ".	e come E-Mails com	WEE Manually Manually Image: Manually	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 Azure Application Id UNITS Units Formatting en-GB Time Zone UTC Azure Application Id Azure Application Id VEB USER DEFAULTS Language en-GB Units Formatting en-GB Units Formatting en-GB Units Formatting
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".	e come E-Mails come E-Mails Site Url SERVICE SETTINGS come E-Mails come E-Mails Site Url SERVICE Tenant Come E-Mails Site Url SERVICE SETTINGS come E-Mails Site Url SERVICE SETTINGS come Service base Web Service ca 365 Web Service ca	WEB Manually Manually Image: Manually	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 Azure Application Key web USER DEFAULTS Language en-GB Units Formatting en-GB UTC WEB USER DEFAULTS uestion Id Azure Application Id
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 ".	e come E-Mails come E-Mails Site Url SERVICE SETTINGS dows Web Service base Web Service l Domain Name Site Url SERVICE SETTINGS dows Web Service base Web Service base Web Service base Web Service base Web Service l Domain Name Service Tenant	WEE Manually Manually Image: Manually	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 Azure Application Id Azure Application Key Units Formatting en-GB Units Formatting en-GB WEB USER DEFAULTS Units Formatting en-GB WEB USER DEFAULTS Language en-GB WEB USER DEFAULTS Language en-GB Units Formatting en-GB Time Zone UTC