User Guide

Microsoft Entra Application Registration

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1.   REGISTER THE MICROSOFT ENTRA APPLICATION

This section covers the steps required to register a Microsoft Entra application in the Microsoft Entra admin center. These steps must be completed before completing the Business Central portion covered in the next section of the present document.

1. Log into your Microsoft Entra admin center

2. Scroll to the bottom of that page where you will see a "Quick action" for "Add application registration" (highlighted in the red box). Select that.

Please note black boxes going forward are redactions and are unimportant to the process.
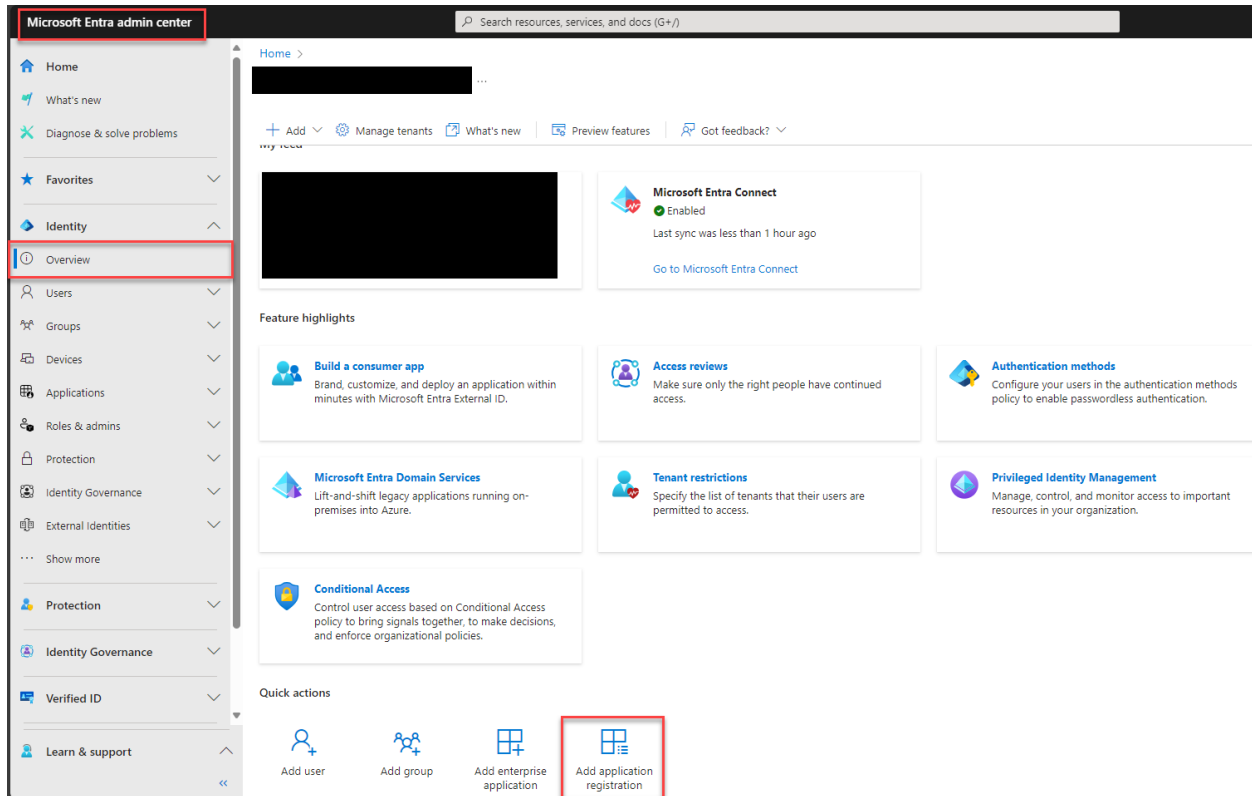
3. You will be redirected to a page that looks as below. Fill the "Name" field (highlighted in red) with a name for the application, like "OAuth2". The "Supported account types" should default to the first option (highlighted in red). Leave it as such. There is no need for a Redirect URI. So, once the "Name" field is filled, click on "Register" (highlighted in red).
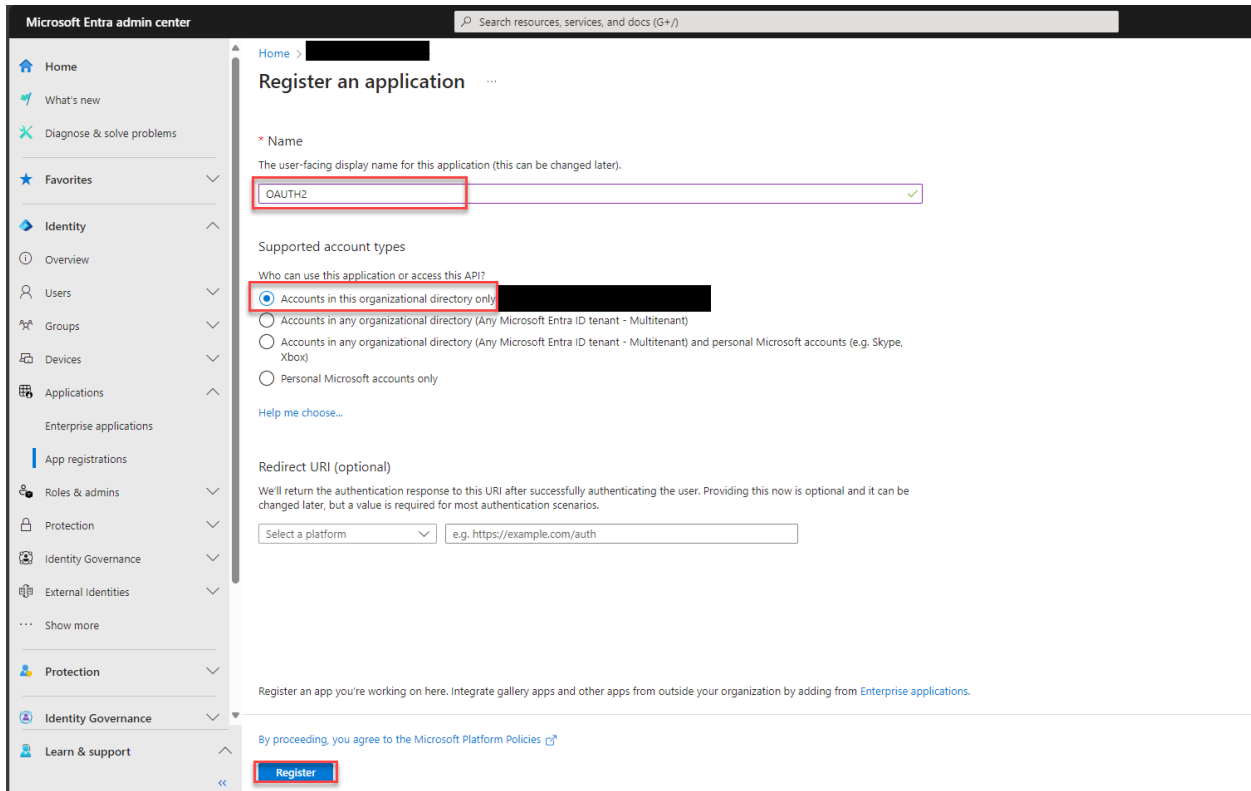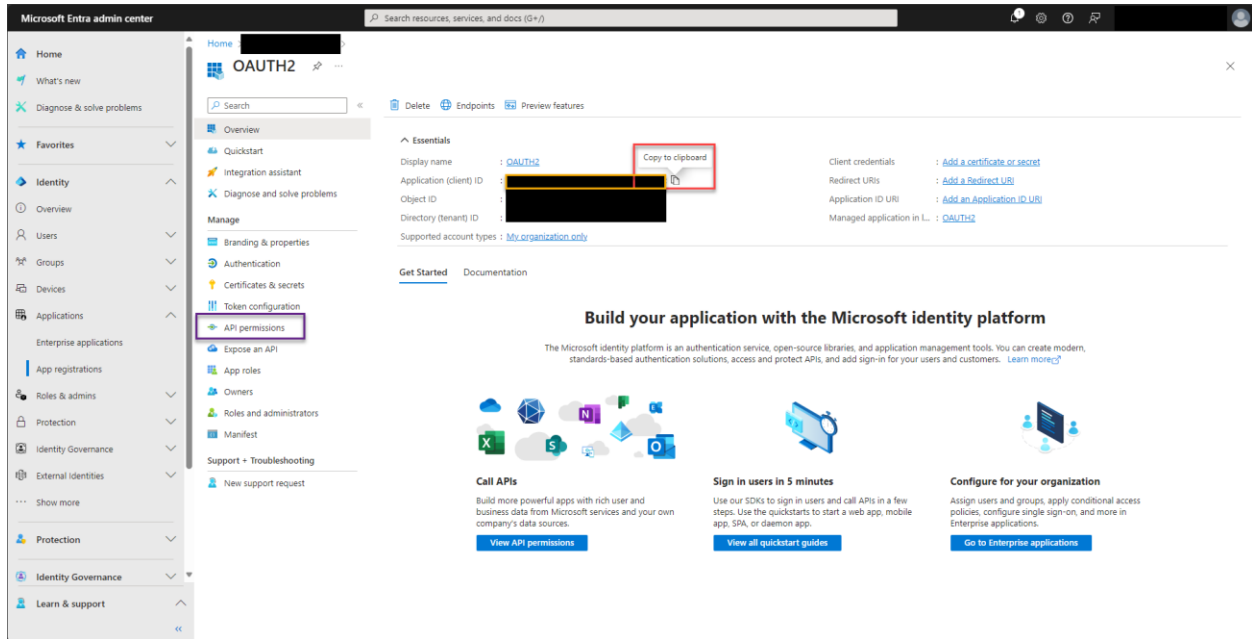
4. You will be brought to a page that looks as below.
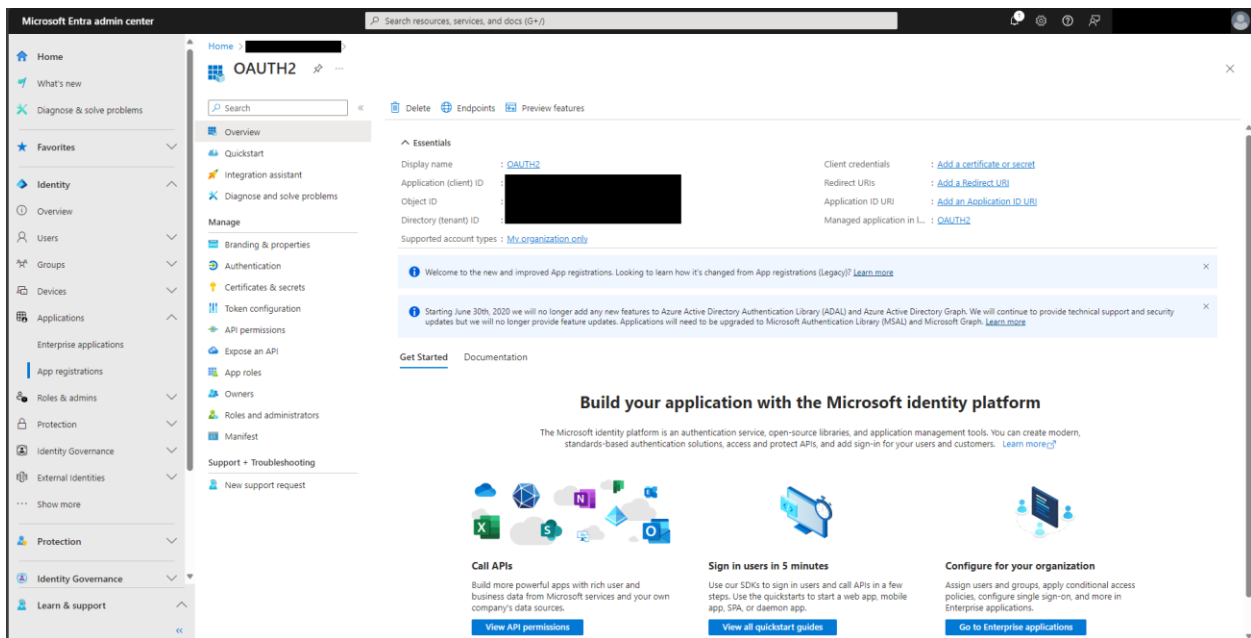
5. Use the "Copy to Clipboard" function (shown highlighted in red) to copy the
   "Application (client) ID" (highlighted in yellow). Paste this Application ID in a text

document for saving, as it will be required later. Next, select "API permissions"

(highlighted in purple) under "Manage" on the left-hand side to move to the next step.


6. You will be brought to a page that looks as below. Select "Add a permission" (highlighted in red).
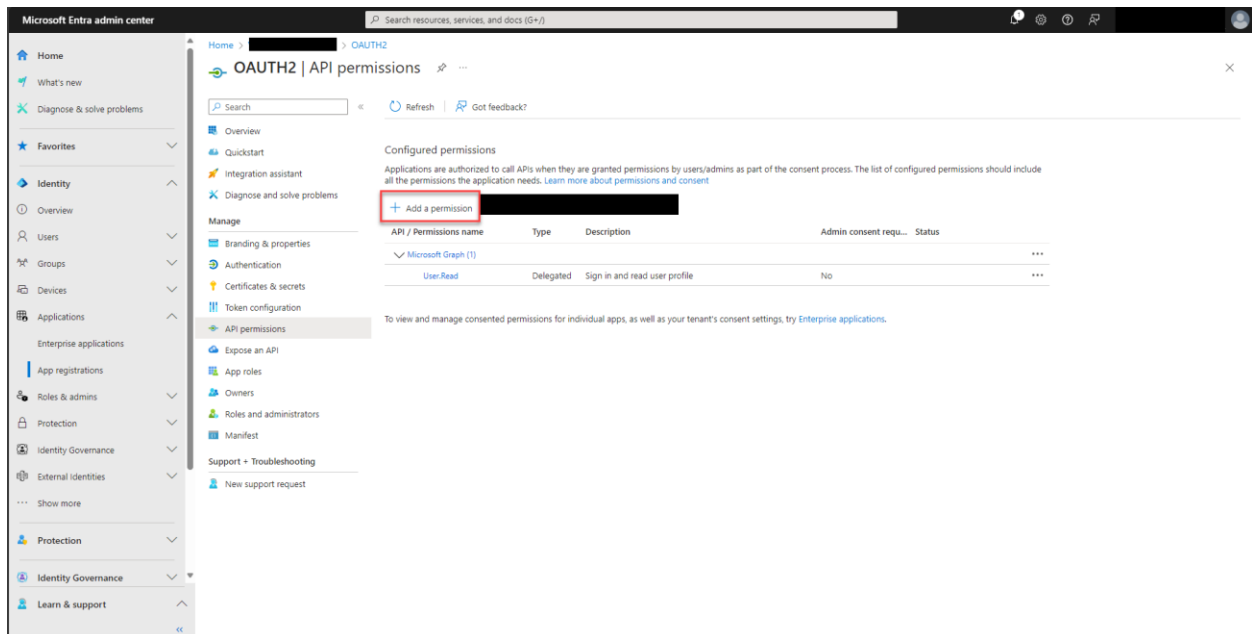

7. A pop up that looks similar to what is shown below, but may be slightly different, will come on the right-hand side of your screen. Select the box that says "Dynamics 365 Business Central" (highlighted in red).
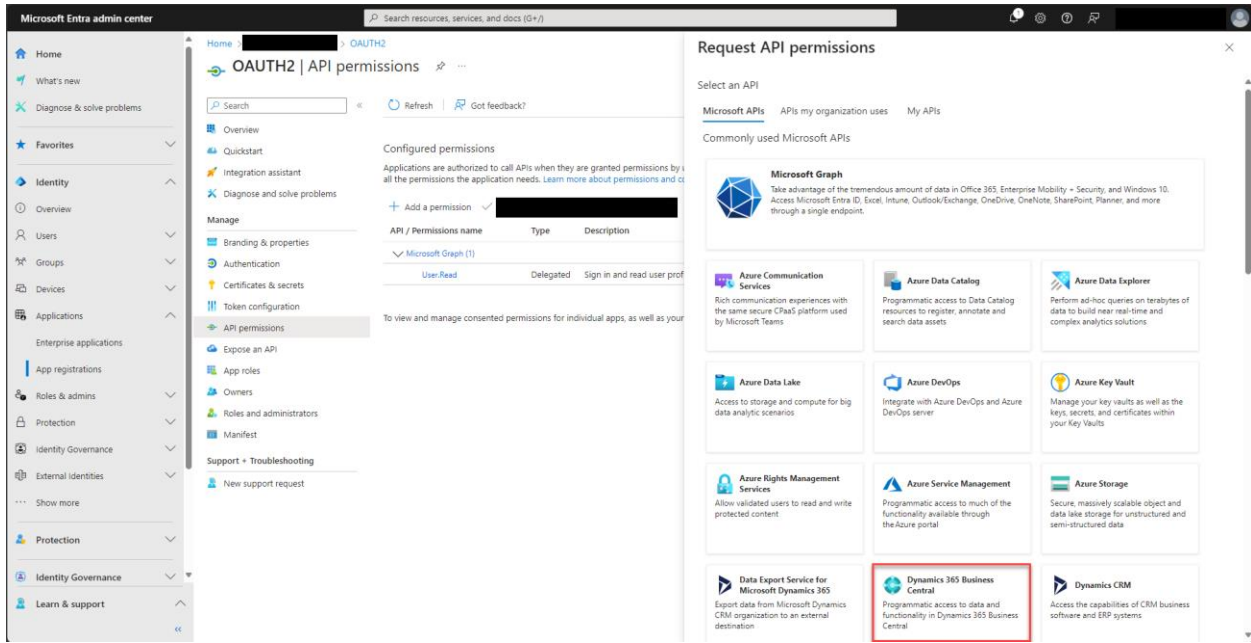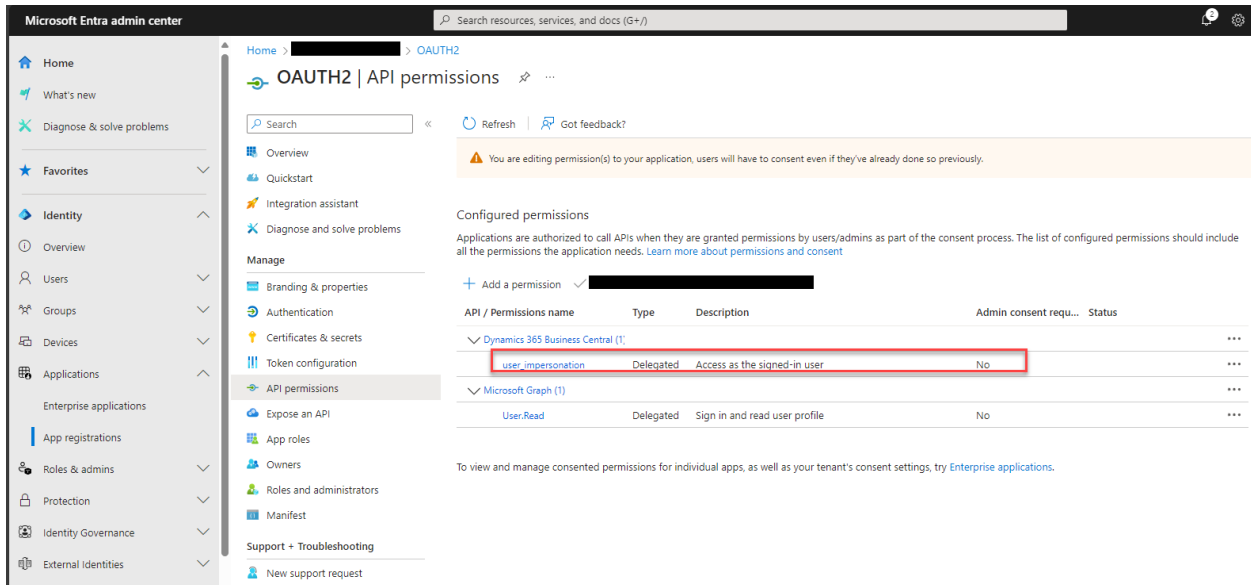
8. The window will change to look like below. Select the box labelled "Delegated permissions" (highlighted in red).
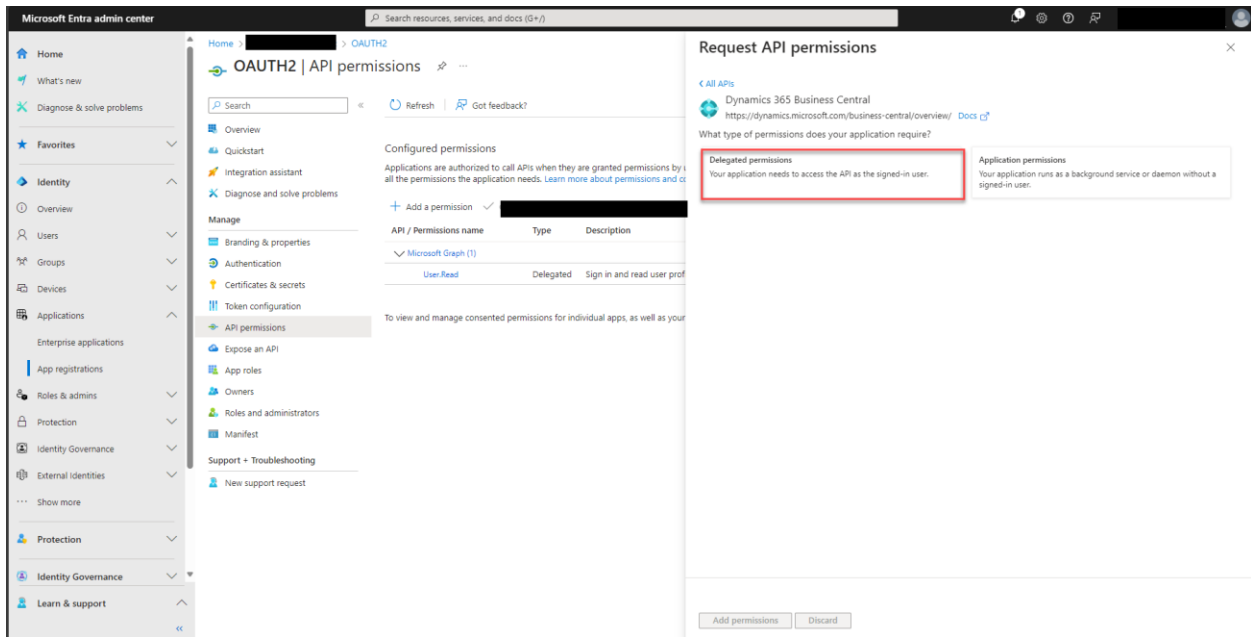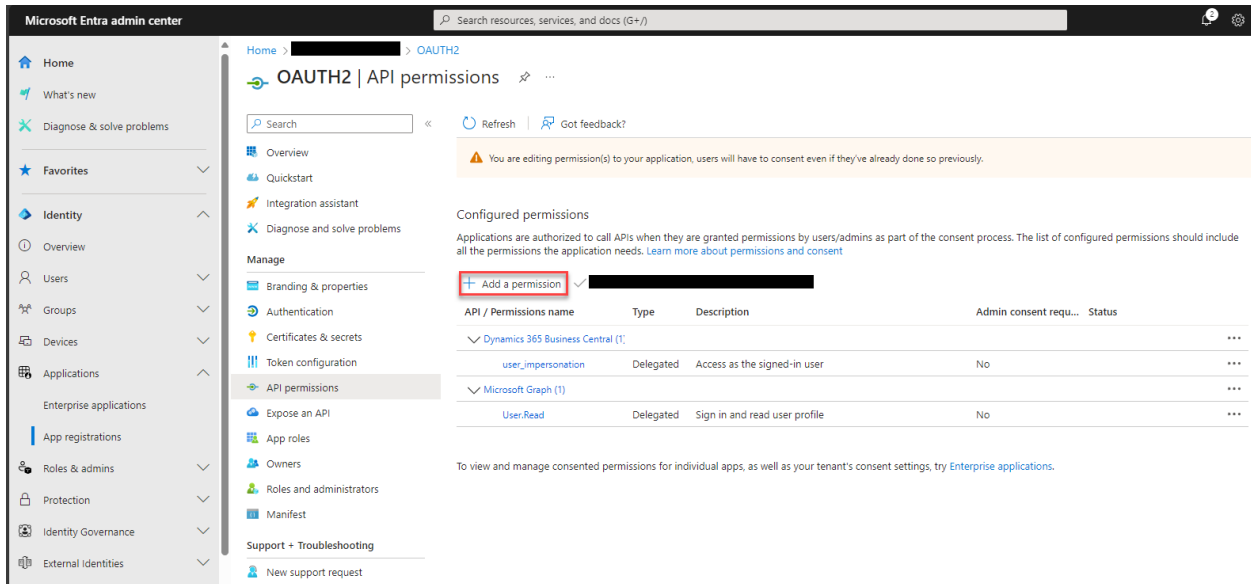

9. The window will change to look like below. Click the checkbox for "user_impersonation" (highlighted in red) and then click "Add permissions" (highlighted in green).
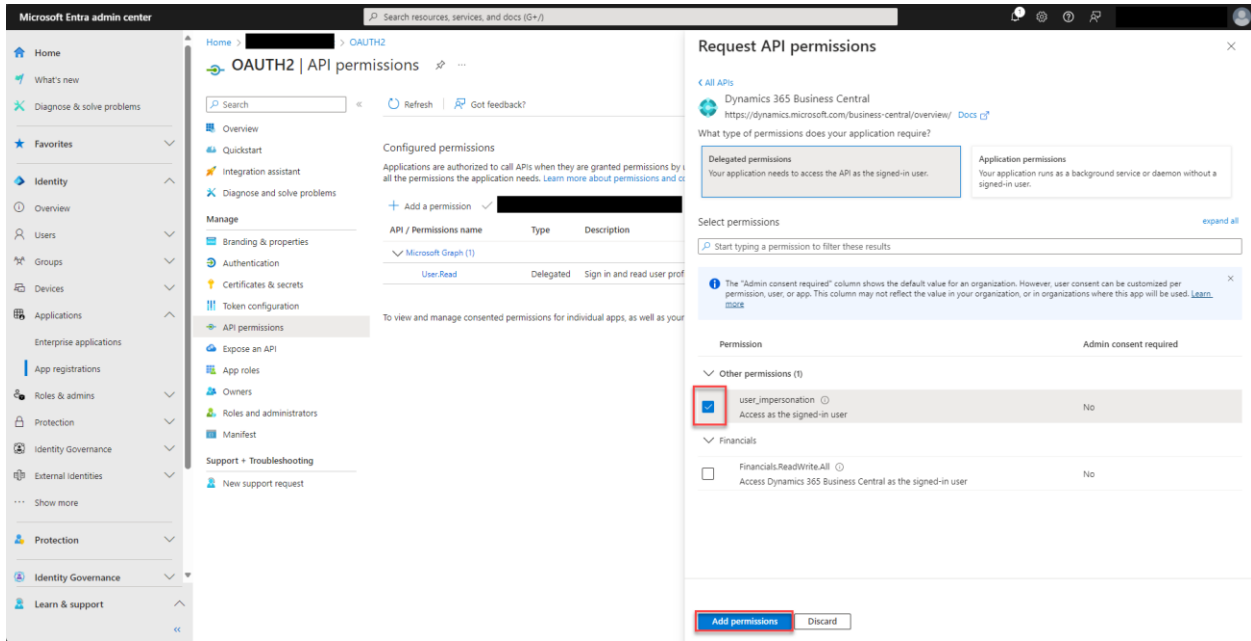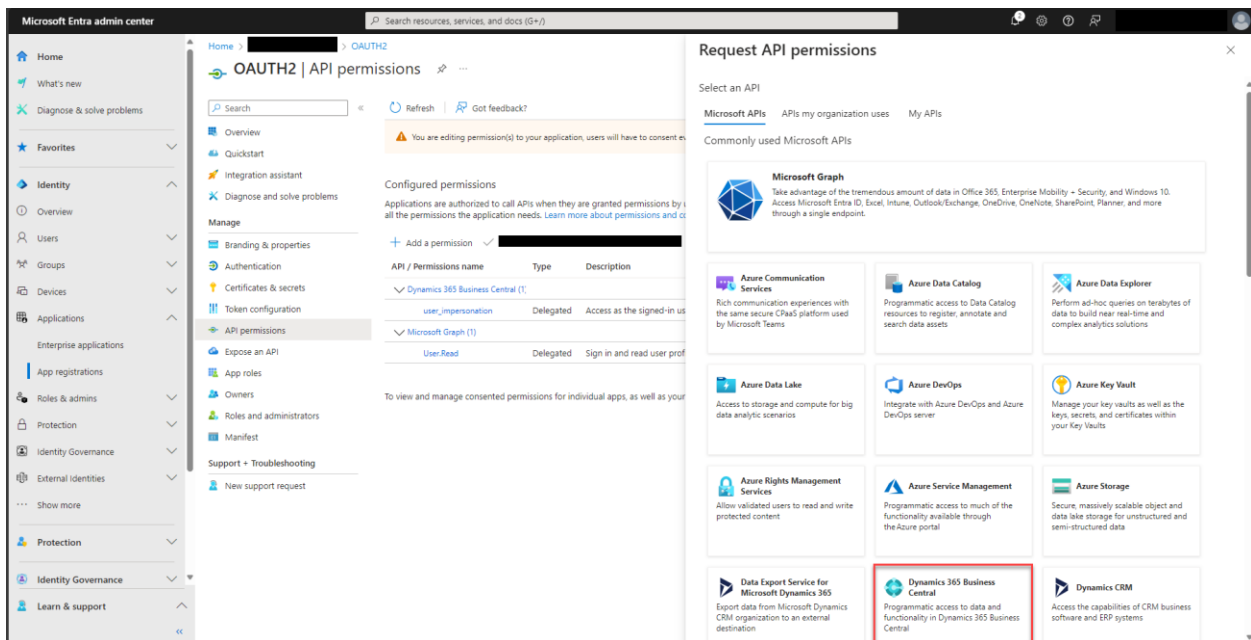
10. You will return to the page from step 6, but the new "user_impersonation" permission will be added to the page (highlighted in red).
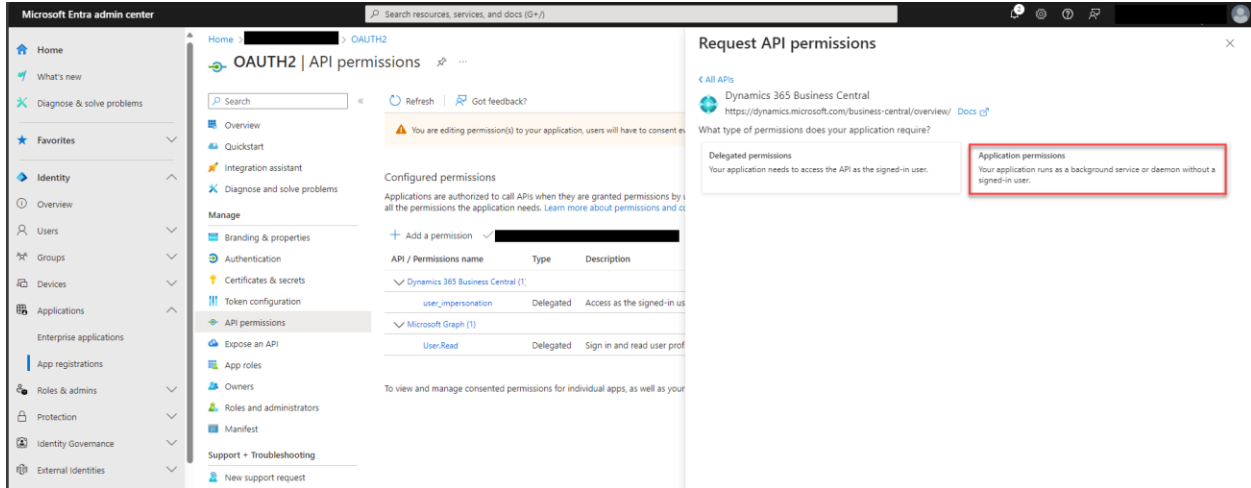

11. Repeat Step 8: select "Add a permission" (highlighted in red).

12. Repeat Step 9: select the box that says, "Dynamics 365 Business Central" (highlighted in red).


13. The window will change to look like below. THIS TIME, select the box labelled "Application permissions" (highlighted in red).
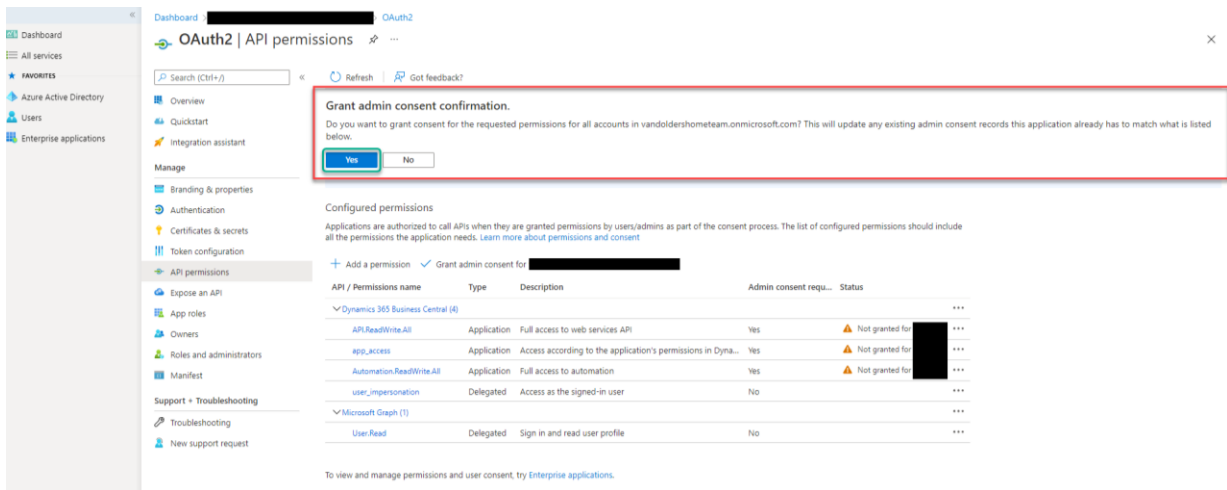
14. The window will change to look like below. Click all four available checkboxes (highlighted in red) and then click "Add permissions" (highlighted in green).
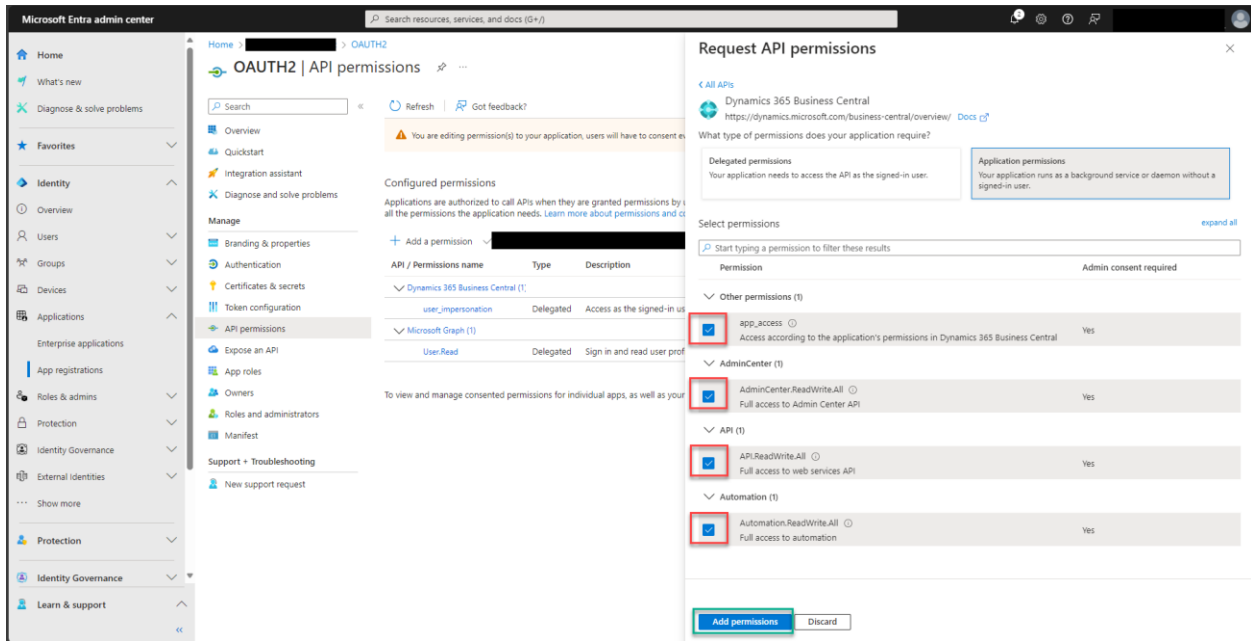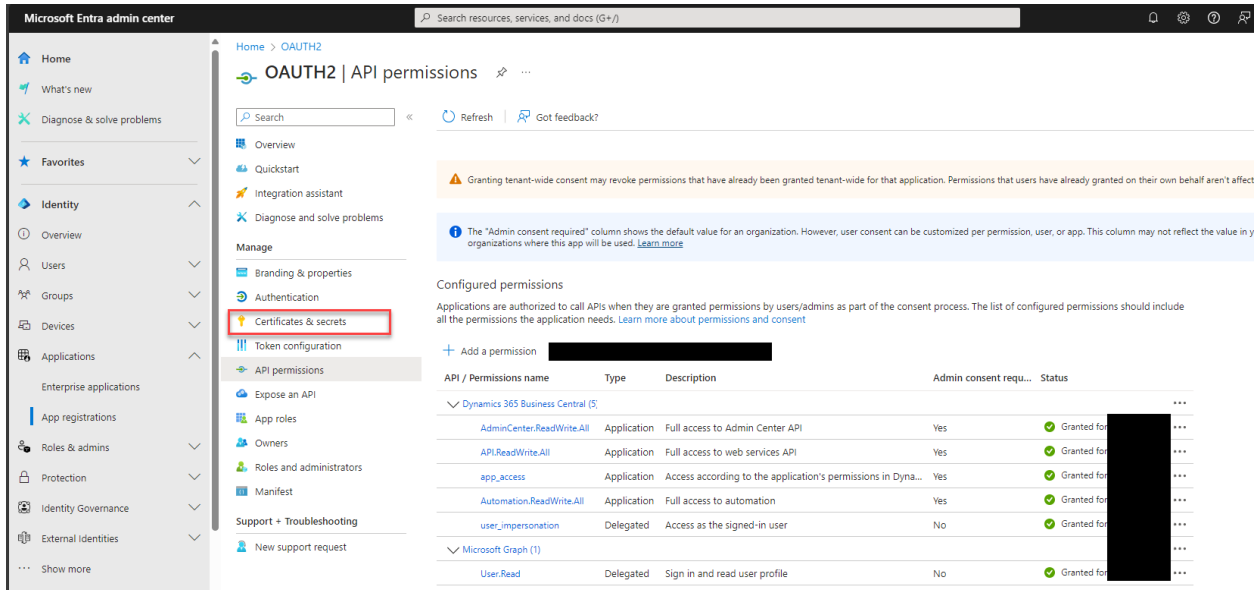

15. The screen will change to look as below. You must select the button that says, "Grant admin consent for…" (highlighted in red).
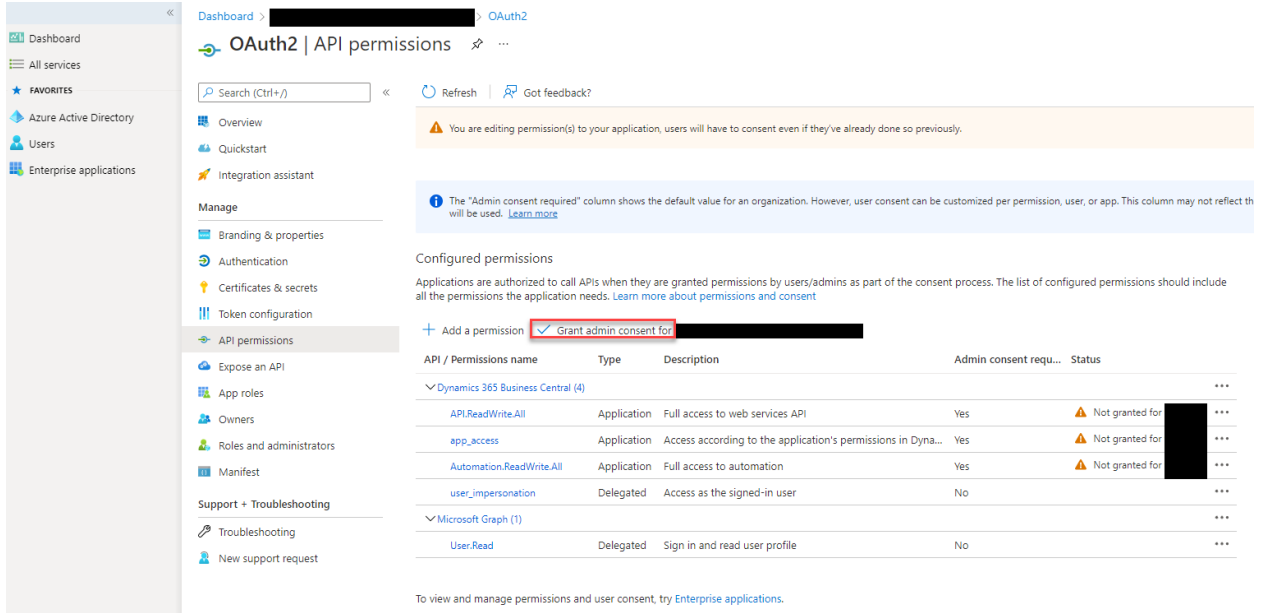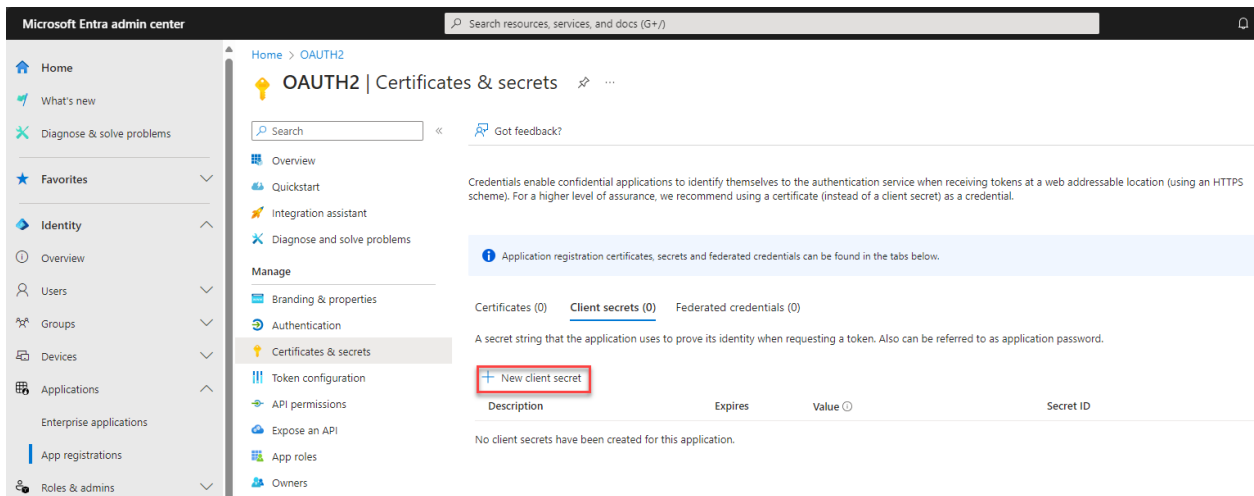
16. A pop up will appear on your screen (highlighted in red). Select "Yes" (highlighted in green).


17. Your screen will change to now look as below. Next, select the "Certificates & secrets" button (highlighted in red) on the left-hand side.

18. Your screen will now look as below. Select "+ New client secret" (highlighted in red).


19. A pop-up window will appear on the right-hand side of your screen, as below. Fill in a description (highlighted in red), like "OAuth2" and click "Add" (highlighted in green). It is important that after this step you do not cross out this screen before completing step 20.
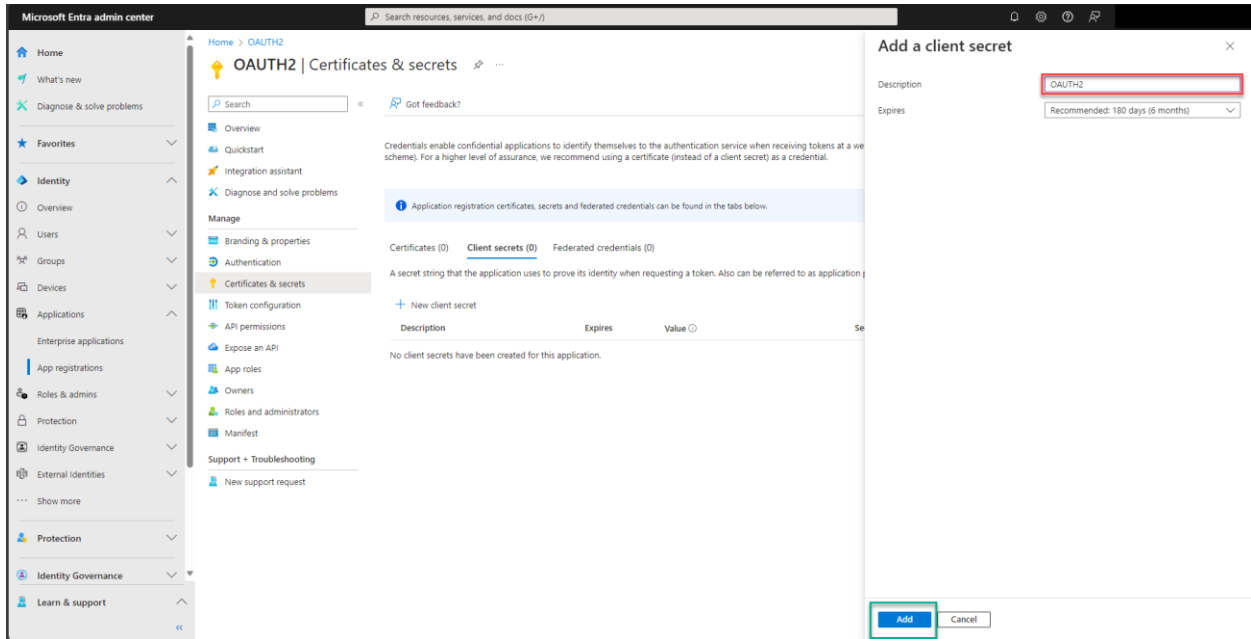
20. Your screen will now look as below. Use the "Copy to Clipboard" function (highlighted in red) to copy the secret "Value" (highlighted in yellow). Paste this Value in a text document for saving, as it will be required later.
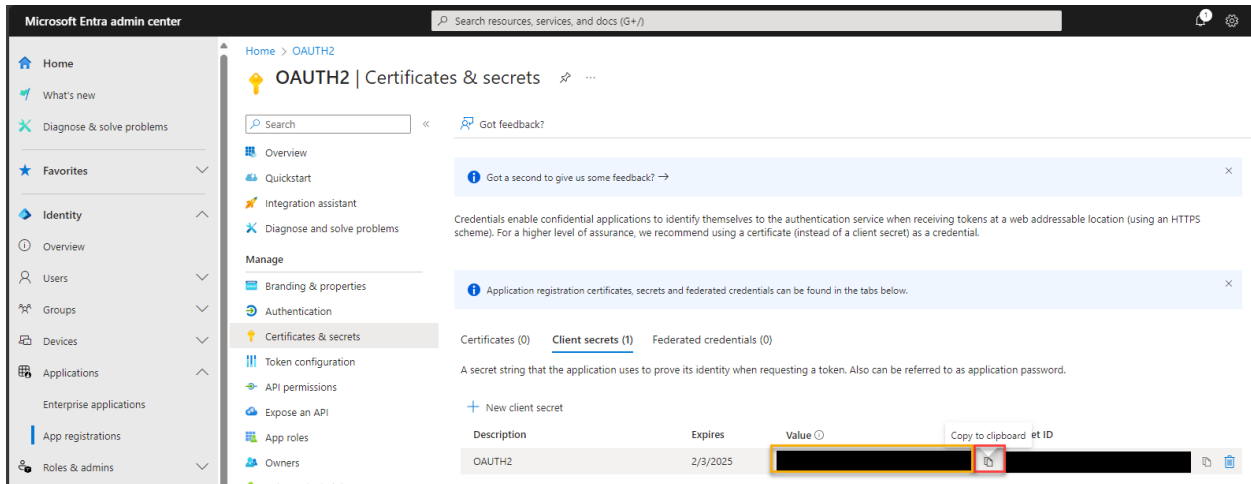
21. Use the "Copy to Clipboard" function (highlighted in red) to copy the "Secret ID" (highlighted in yellow). Paste this Secret ID in a text document for saving, as it may be required later.
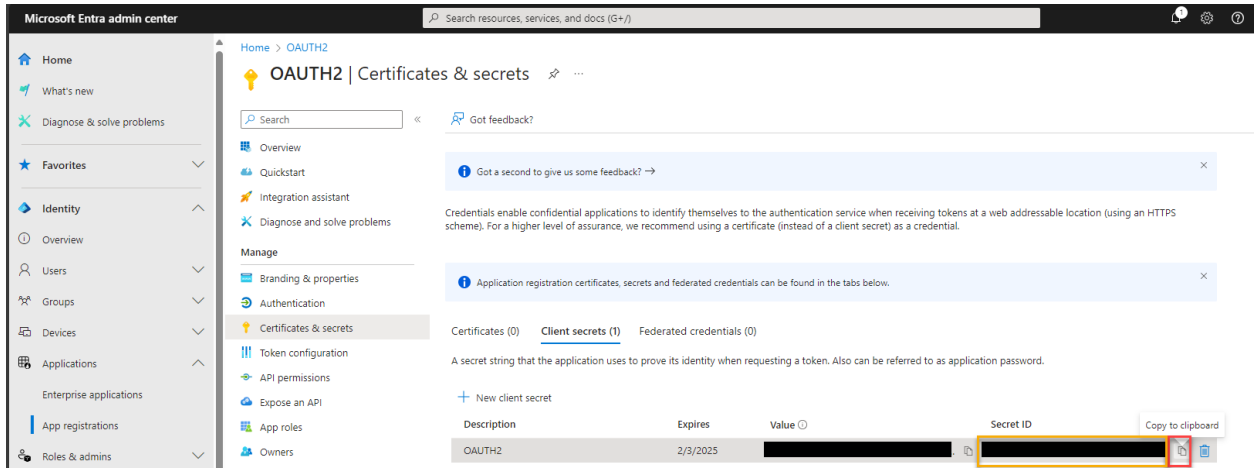
22. Save this text document with all three values somewhere where it will be easily accessible for Part 2 (below).

2.   REGISTRATION IN THE BUSINESS CENTRAL SYSTEM

This section covers the steps required to register a Microsoft Entra application in Business Central. The steps outlined in the previous section of these documents must be completed before the Business Central registration can be done.
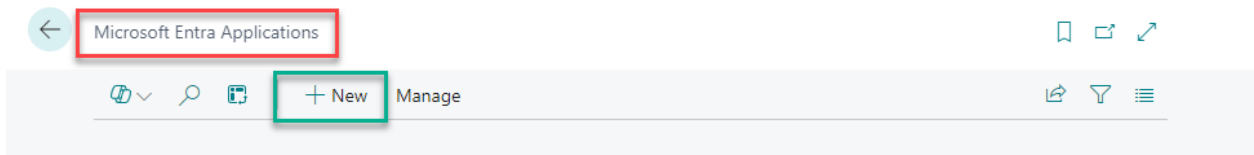
1. Log into your Business Central System and select the Search bar in the top-right corner (highlighted in green).
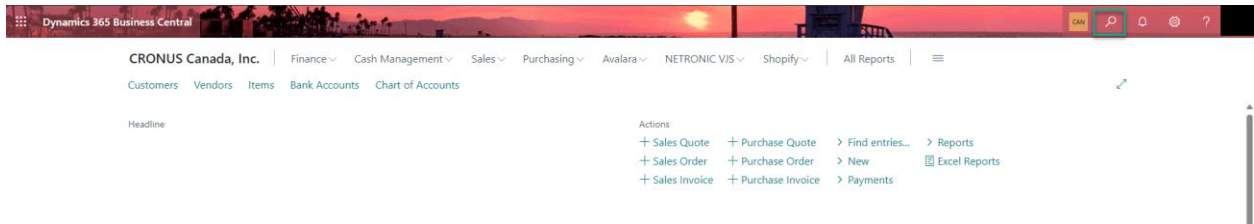
2. Search for "Microsoft Entra Applications" and select the option (highlighted in red).
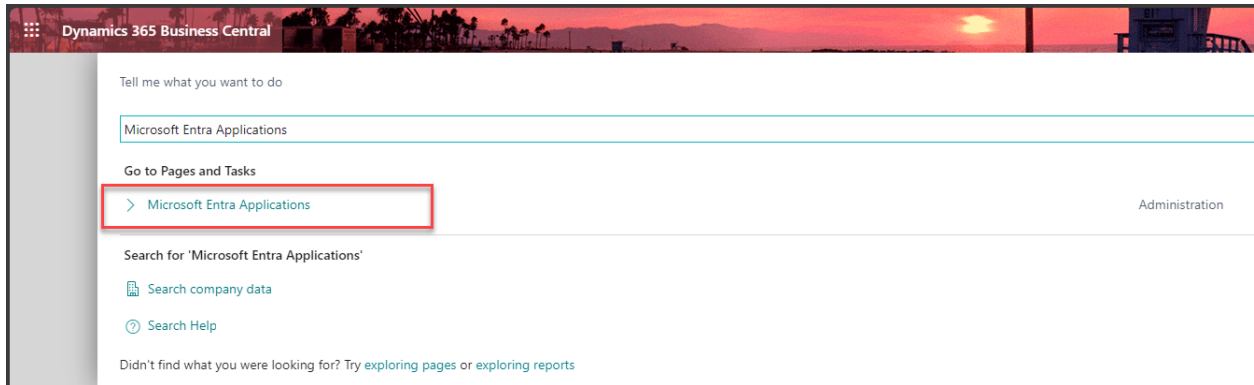
3. You will be redirected to this page. Select "+New" (highlighted in green).

4. A card like below will open up. In the "Client ID" box (highlighted in red), paste the "Application ID" from Part 1, Step 5. Then, toggle the "WebSan Application" toggle (highlighted in green).

Microsoft Entra Application Card

5. Your screen will now look something like below. The permissions at the bottom of the page may look different. In the box labelled "Client Secret" (highlighted in red), input the secret "Value" from Part 1, Step 20.

6. On clicking out of the "Client Secret" box, you will get a pop up that looks like the below (highlighted in red). Select "Yes" (highlighted in green).
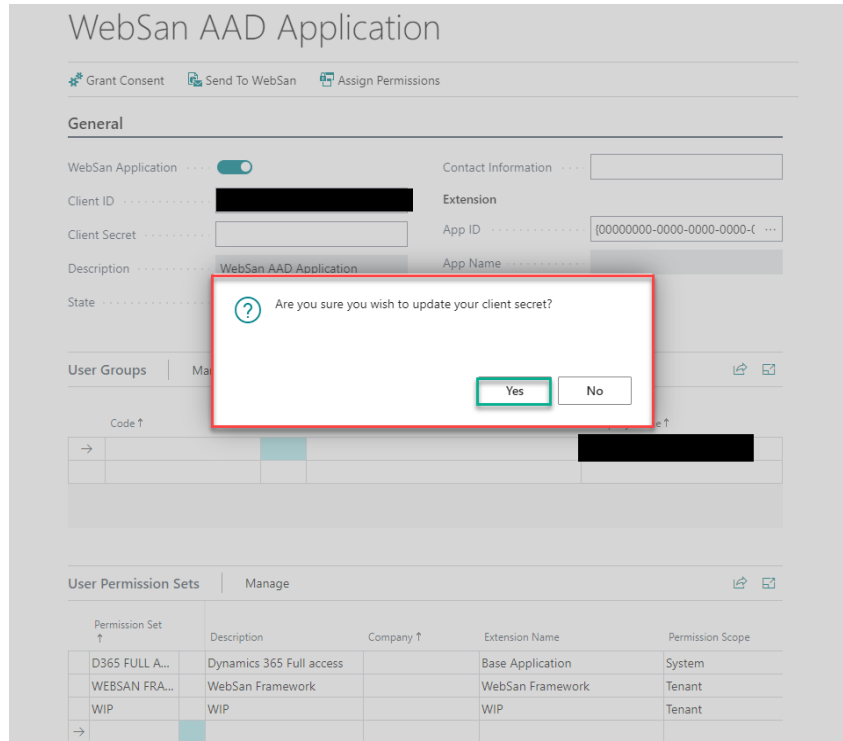
7. Lastly, click the button for "Send to WebSan" (highlighted in red). You will get a pop up that "The data has been sent to WebSan" and the process will be completed. You may now exit the card.