

Client Portal Guides

Step-by-step guides for external clients using the FieldPad client portal.

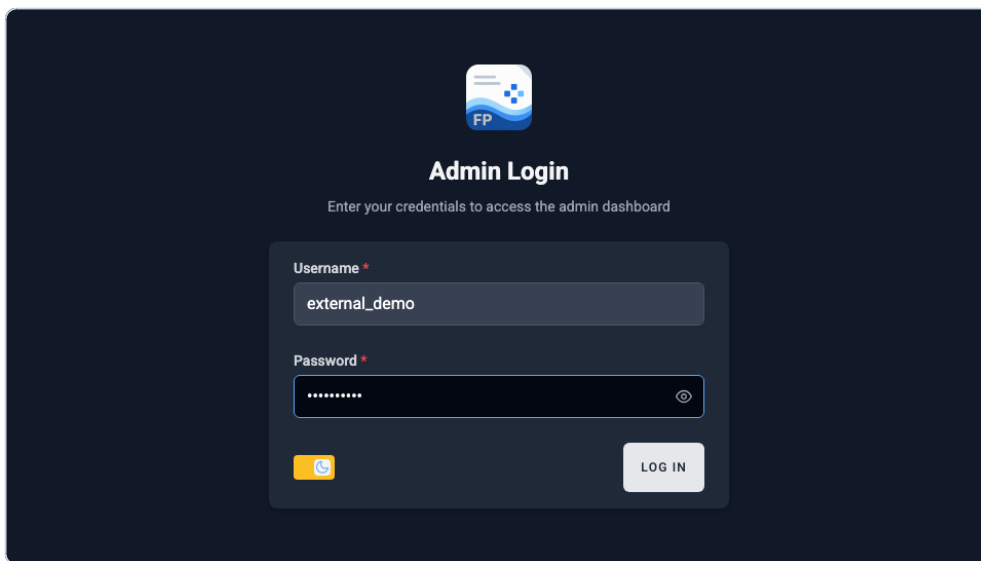
- [How to View Your Property's Vehicles](#)

How to View Your Property's Vehicles

Your client portal account lets you see every vehicle registered at your property in real time: licence plates, permit status, and start/end dates. Five steps:

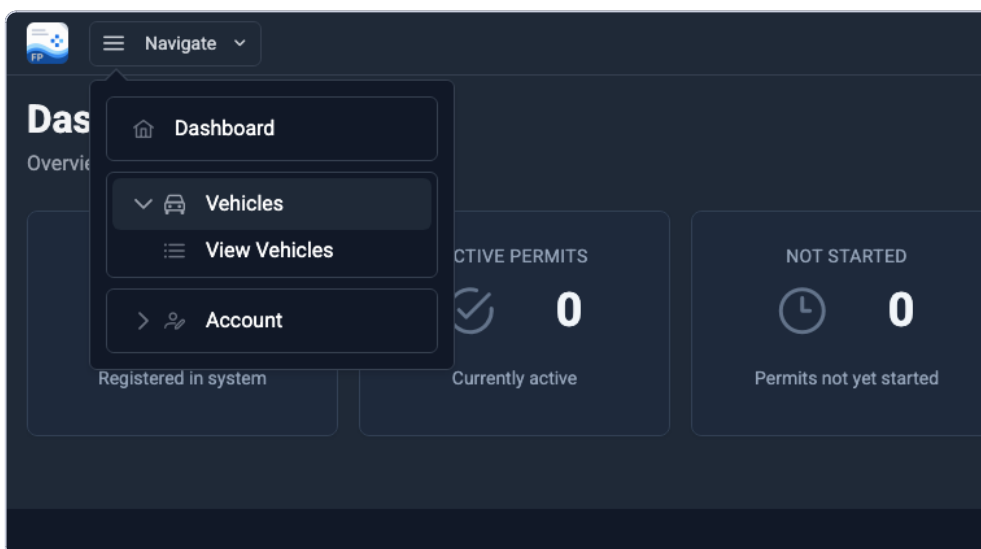
STEP 1: LOG IN

1. Go to **fieldpad.app/login** on any phone or computer.
2. Enter the **username** and **password** provided to you.
3. Click **Log In**.



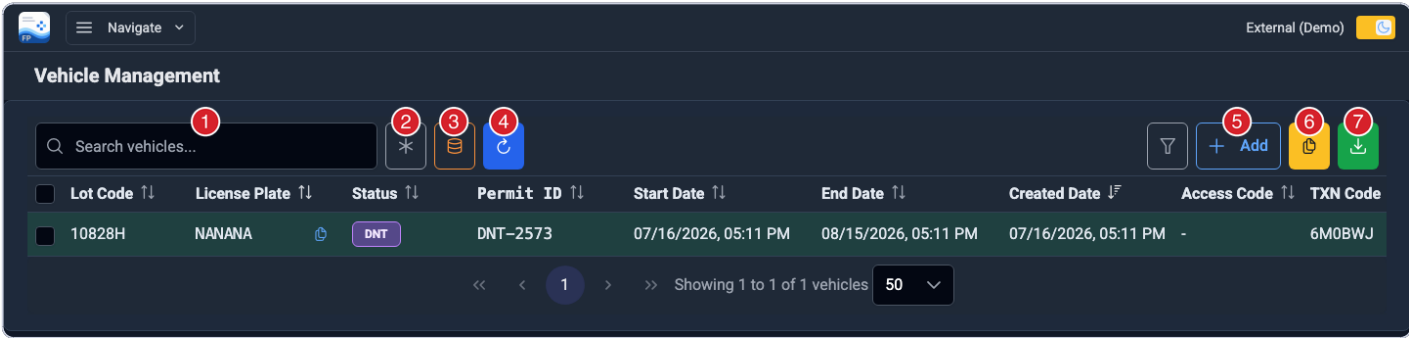
STEP 2: OPEN THE VEHICLES MENU

1. Click **Navigate** in the top-left corner.
2. Click **Vehicles** to expand it.
3. Click **View Vehicles**.



STEP 3: REVIEW YOUR VEHICLE LIST

Every registered vehicle appears with its **licence plate**, **permit ID**, and **start / end dates**. The numbered buttons in the screenshot:



(1) Search box	Type a licence plate or permit ID to narrow the list.
(2) Fuzzy search	Finds a plate even if a character is typed wrong.
(3) Search all	Searches the entire database, not just the vehicles loaded on screen.
(4) Refresh	Reloads the list with the latest data.
(5) Add	Registers a new vehicle.
(6) Copy	Copies the selected vehicles to your clipboard.
(7) Download	Exports the selected vehicles to a spreadsheet (CSV).

STEP 4: ADD A VEHICLE

Click + Add (button 5 above) to register a visitor or a new vehicle. Fill in the form and click **Add Vehicle**:

Add Vehicle

Lot Code

DEM01 - Demo Property

Status

VISITOR

Start Date & Time

2026-07-20 22:46

End Date & Time

2026-08-19 22:46

Duration Presets

1 DAY

7 DAYS

1 Month

1 YEAR

PERM

License Plate

DEM0123

Permit ID

AUTO-GENERATED

Assigned automatically for visitors.

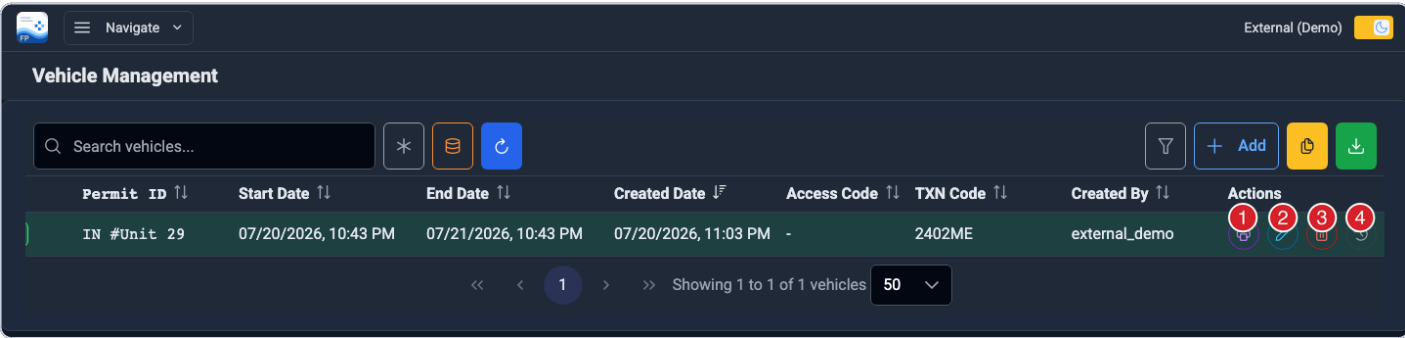
Cancel

Add Vehicle

(1) Lot Code	The property where the vehicle parks. Only your properties appear.
(2) Status	Vehicle type: Visitor, Tenant (parked indoor or outdoor), or Employee.
(3) Start Date & Time	When the permit begins. Defaults to the current time.
(4) End Date & Time	When the permit expires. Set it directly or use a preset.
(5) Duration Presets	One click sets the end date: 1 Day, 7 Days, 1 Month, 1 Year, or PERM (10 years).
(6) License Plate	The vehicle's plate, letters and numbers only.
(7) Permit ID	Auto-generated for visitors. For Tenant or Employee statuses, enter the stall number or identifier here.
(8) Add Vehicle	Saves the permit. The vehicle appears in your list right away.

STEP 5: MANAGE A VEHICLE

Each row has action buttons in the **Actions** column on the far right. Scroll the table sideways if you do not see them.



(1) Print Receipt	Prints the permit receipt. Available once the permit has a transaction code.
(2) Edit	Opens the Step 4 form pre-filled. Click Save Changes when done.
(3) Delete	Removes the vehicle and its permit. You will be asked to confirm first.
(4) Change History	Shows every change made to the vehicle. Appears once a vehicle has at least one change.

Change History lists each change with the field, the old and new values, the date, and who made it:

2026-07-20 23:03:47 · External (Demo)

```
old: IN #Unit 15
new: IN #Unit 29
```

```
old: ABC123
new: DEF456
```

2026-07-20 23:03:28 · External (Demo)

```
old: IN #Unit #15
new: IN #Unit 15
```

2026-07-20 23:03:17 · External (Demo)

Close

If you have any questions, contact us at [**support@fieldpad.app**](mailto:support@fieldpad.app).