Accessing Consumer Information

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If a consumer makes a "right to know" request for either categories of information or specific pieces of information, you'll need to be able to send them that data after you verify his identity. Here's how to access it.

- 1. Access the **Control Panel** as you normally would.
- 2. Use the "Find Customer" field and search by last name.

 secure.simplepart.com/manage/nome.aspx 					
s + Customers + Research + Inventory + Setting:	s → Help				= o ≡ o u
	Recent Orders Search Orders I News all Reports	Edit Order Order # Go	Edit Product Stock code Go	Find Customer Name Go	
	Reminder: PDCs cannot process orders with PO box shipping addresses. Please do not sen	d PO box orders for direct fulfillment; ii	nstead, you should fill these or	ders from your inventory.	

- 3. Browsing the results and selecting the customer you want should take you to the Edit Customer page, where you will see two buttons.
 - 1. If the customer has made a categories of information request, select "Categories of information."
 - 2. If the customer has made a request for specific information, select "Personal information."

Recent Orders Search Orders	Edit Or Order #	rder Edit Pro Go Stock code	duct Find Customer
Customer Details Order History Web Hist	tory Chat History	Email History	Pricing
EDIT CATEGORIES OF INFORMATION PERSONAL INFO	RMATION		
Customer Details			
First Name			
Last Name			
Phone Number			

4. Download the relevant PDF and send it to the requestor in the medium that they select, whether that be electronic or physical. Please note that the PDF will expire, so you should download it immediately.

With this process, you should be able to respond to requests and download PDFs to digitally or physically send to any consumers who ask for their information.