Follow these instructions¹ to download the Office of Defects Investigation (ODI) Complaints data and import them into Microsoft Access. ODI Complaints data are available in the compressed data (ZIP) format on the ODI web site.

The system characteristics of the target machine will affect the speed and performance of the processing needed to accomplish the downloading and importing of the Complaints data. At least 2GB of available disk space is required. This space requirement will increase as more data are continually being added to the ODI database.

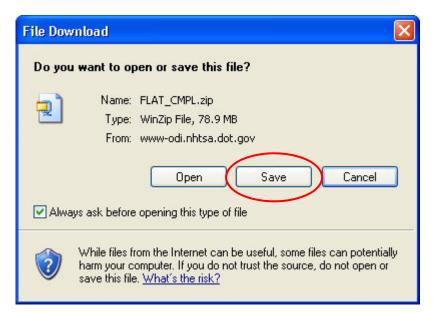
Detailed field descriptions of the data file are given in Appendix A.

Note: For consistency the original file name **FLAT_CMPL** is used throughout these instructions.

1. Go to the following URL:

http://www-odi.nhtsa.dot.gov/downloads/index.cfm

- 2. Select the **FLAT_CMPL.zip** file.
- 3. Select Save.



¹ The PDF version of this document is located at

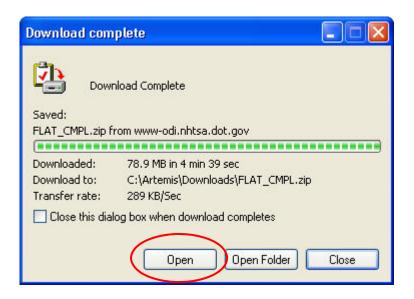
http://www-odi.nhtsa.dot.gov/downloads/folders/Complaints/Import_Instructions.pdf

4. Select a destination folder for the file in the **Save in** box and then select **Save**.

(This is a large file and may take a few minutes to download.)

Save As					? 🛛
Save in:	🚞 Downloads	$\mathbf{>}$	~	O D D	
My Recent Documents	FLAT_CMPL.zip				
Desktop					
My Documents					
My Computer					
	File name:	FLAT_CMPL.zip		*	Save
My Network	Save as type:	WinZip File		~	Cancel

5. Select **Open**.



6. Extract the zipped file (FLAT_CMPL.txt) to the desired folder.

Note: The unzipped file of Complaints data is now ready to be imported into a Microsoft Access database.

 Open Microsoft Access by selecting Start > All Programs > Microsoft Office > Microsoft Access.

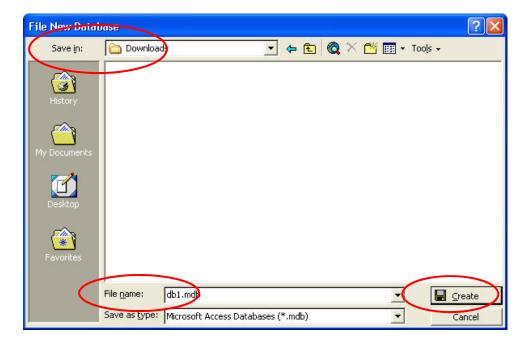


Note: The following screenshots are from the Microsoft Office 2000 version of Access. Other versions will have similar views and functionality, but may not look exactly the same. Use the toolbars or help feature if you have difficulty locating a function.

8. Select **Blank Access database**, then select **OK**.

Microsoft Access
Create a new database using
Blank Access database
C Access database wizards, pages, and projects
Open an existing file
More Files
OK Cancel

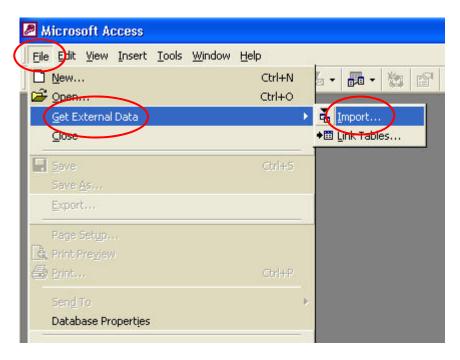
9. Select a destination folder for the database in the **Save in** box and accept the default **File name** of '**db1.mdb**', and then select **Create**.



9a. (This is the window that you will see when Access opens. You will NOT be using this window to create a table, but don't close it.) Go to step 10.

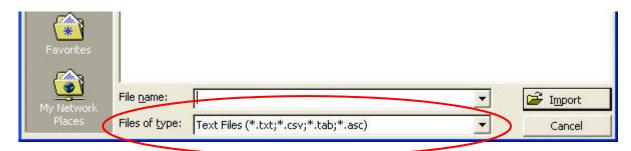
👜 db1 : Databas	ie	
🛱 Open 🔛 Desig	n 🌇 New 🗙 🎴 🖭 🖽 🛗	
Objects	Create table in Design view	
III Tables	Create table by using wizard	
🗐 Queries	Create table by entering data	
📰 Forms		
📮 Reports		
🗎 Pages		
🗖 Macros		
🤹 Modules		
Groups		
😹 Favorites		

10. Select **File**, then **Get External Data**, then **Import** from the Access menu.



11. When the Import screen opens, select

Text Files (*.txt;*.csv;*.tab;*.asc) using the dropdown arrow for Files of type at the bottom.



12. Browse to the folder location of the **FLAT_CMPL.txt** file using the dropdown arrow for **Look in**.

Import			? 🗙
Look in:	Downloads	🗾 🗈 🔕 🗙 📸 🎞 🛪 Tools 🗸	
History My Documents	FLAT_CMPL.txt		

13. Select the FLAT_CMPL.txt file, and then select Import

Import		? 🛛
Look in:	🖻 Downloads 💽 🔶 🛍 🧟 🗙 📸 🎫 - Tools -	
() History	FLAT_CMPL.txt	
My Documents		
Desktop		
Favorites		
My Network	File <u>n</u> ame:	nport
Places	Files of type: Text Files (*.txt;*.csv;*.tab;*.asc)	ancel

14. Select **Delimited**, then select **Next**.

🗉 Import Text Wizard 🛛 🔀
Your data seems to be in a 'Delimited' format. If it isn't, choose the format that more correctly describes your data.
Delimited - Characters such as comma or tab separate each field
C Fixed Width - Fields are aligned in columns with spaces between each field
Sample data from file: C:\ARTEMIS\DOWNLOADS\FLAT_CMPL.TXT. 1 1D985418DDAIMLERCHRYSLER CORPORATIONDPLYMOUTHDVOYAGE 2 2D972973DFORD MOTOR COMPANYDFORDDBRONCOD1994DND19951 3 3D972973DFORD MOTOR COMPANYDFORDDBRONCOD1994DND19951 4 4D972974DGENERAL MOTORS CORP.DCHEVROLETDK15D1988DDDN 5 5D972975DDAIMLERCHRYSLER CORPORATIONDDDGEDOMNID1987 6 6D972976DGENERAL MOTORS CORP.DCHEVROLETDG20D1990DD19
Advanced Cancel < Back Next > Finish

15. Select **Tab** as the delimiter as our data are stored as tab delimited quoted text, then select **Next**.

🕮 Import T	ext Wizard	
	r separates your fields? Select the appropriate delimiter and see the preview below.	how your text
⊢C <u>hoos</u> e the	delimiter that separates your fields:	
• Tab	C Semicolon C Comma C Space C Oth	er:
First Row	Contains Field Names Text Qualifier	{none} •
1 98541	8 DAIMLERCHRYSLER CORPORATION	PLYMOU -
2 97297	3 FORD MOTOR COMPANY	FORD
β 9 7297	3 FORD MOTOR COMPANY	FORD
4 97297	4 GENERAL MOTORS CORP.	CHEVROI
5 97297	5 DAIMLERCHRYSLER CORPORATION	DODGE
6 97297	6 GENERAL MOTORS CORP.	CHEVROI -
•		
Barris and and an and an		
Advanced	Cancel <backnext></backnext>	<u> </u>

16. Select 'In a New Table', then select Next.

🗉 Import Text Wizard	
You can store your data in a new table or in an existing table.	
Where would you like to store your data?	
(In a New Table	
C In an Existing Table:	
1 985418 DAIMLERCHRYSLER CORPORATION	PLYMOUT A
2 972973 FORD MOTOR COMPANY	FORD
3 972973 FORD MOTOR COMPANY	FORD
4 972974 GENERAL MOTORS CORP.	CHEVROI
5 972975 DAIMLERCHRYSLER CORPORATION	DODGE
6 972976 GENERAL MOTORS CORP.	CHEVROI -
	•
Advanced Cancel < Back Next >	Einish

- 17. **1** Using the scroll arrow or slider, scroll right to **Field20**.
 - 2 Select Field20.
 - **3** Change **Data Type** to **Memo** using the dropdown arrow.
 - 4 Select Next.

🗉 Import Text Wizard		
	ut each of the fields you are importing. Select fiel / field information in the 'Field Options' area.	ds in the
Field Options		3
Field Name: Field20	Data Type: Memo	-
Indexed: No	Do not import field (Skip)	
2		
Field20		
	DAUGHTER WAS EJECTED FROM VEC EVER WORKED PROPERLY, WHEN APP	
	EVER WORKED PROPERLY, WHEN APP	
	FING MFG., REPLACE BALL JOINTS	
	F DUE TO DEVELOPMENT OF HOLES. AILURE, BATTERY IS CONSTANTL	TT ING
	4	
Advanced	Cancel < Back Next >	Finish

	2 xxx 3 xxx 2 xxx	(NNN NNN (NNN NNN (NNN NNN (NNN NNN (NNN NNN	Microsoft Access recommends that you define a prima your new table. A primary key is used to uniquely ider record in your table. It allows you to retrieve data mo C Let Access add primary key. C Choose my own primary key. C No primary key.	ntify each
ID	Fi	.∈Field2	Field3	F
1	1	985418	DAIMLERCHRYSLER CORPORATION	PI
2	2	972973	FORD MOTOR COMPANY	F
3	3	972973	FORD MOTOR COMPANY	ÞŦ
4	4	972974	GENERAL MOTORS CORP.	CI
5	5	972975	DAIMLERCHRYSLER CORPORATION	Þ¢
6	6	972976	GENERAL MOTORS CORP.	CI
				<u> </u>

18. Select 'Let Access add primary key', then select Next.

19. Select **Finish** (Import may take 5 minutes or longer, depending on system characteristics.).

📧 Import Text Wizar	d	×
	That's all the information the wizard needs to import your data.	
	Import to Table: FLAT_CMPL	
	Display Help after the wizard is finished.	
Ad <u>v</u> anced	Cancel < <u>B</u> ack №ext > <u>F</u> inish	

20. Select OK.

Import [*]	Text Wizard 🛛 🔀
į)	Finished importing file 'C:\Artemis\Downloads\FLAT_CMPL.txt' to table 'FLAT_CMPL'.

This concludes the import process. You can now view all the data in Access.

Appendix A. Complaints File Characteristics

Field#	Name		Description
1	CMPLID	CHAR (9)	
2	ODINO	CHAR (9)	NHTSA'S INTERNAL REFERENCE NUMBER. THIS NUMBER MAY BE REPEATED FOR MULTIPLE COMPONENTS. ALSO, IF LDATE IS PRIOR TO DEC 15, 2002, THIS NUMBER MAY BE REPEATED FOR MULTIPLE PRODUCTS OWNED BY THE SAME COMPLAINANT.
3	MFR NAME	CHAR(40)	MANUFACTURER'S NAME
4	MAKETXT	CHAR(25)	VEHICLE/EQUIPMENT MAKE
5	MODELTXT	CHAR(256)	VEHICLE/EQUIPMENT MODEL
6	YEARTXT	CHAR(4)	MODEL YEAR, 9999 IF UNKNOWN or N/A
7	CRASH	CHAR(1)	WAS VEHICLE INVOLVED IN A CRASH, 'Y' OR 'N'
8	FAILDATE	CHAR(8)	
9	FIRE	CHAR(1)	
10	INJURED	NUMBER (2)	
11	DEATHS	NUMBER (2)	
12	COMPDESC	CHAR(128)	SPECIFIC COMPONENT'S DESCRIPTION
13	CITY	CHAR(30)	CONSUMER'S CITY
14	STATE	CHAR(2)	CONSUMER'S STATE CODE
15	VIN		VEHICLE'S VIN#
16	DATEA		DATE ADDED TO FILE (YYYYMMDD)
17	LDATE		DATE COMPLAINT RECEIVED BY NHTSA (YYYYMMDD)
18	MILES	NUMBER(7)	
19	OCCURENCES		
20	CDESCR		DESCRIPTION OF THE COMPLAINT
21	CMPL_TYPE	CHAR(4)	SOURCE OF COMPLAINT CODE:
			CAG =CONSUMER ACTION GROUP
			CON =FORWARDED FROM A CONGRESSIONAL OFFICE
	NT.		DP =DEFECT PETITION, RESULT OF A DEFECT
PETITION			EVOO =HOTLINE VOO
			EVOQ -HOILINE VOQ EWR =EARLY WARNING REPORTING
			INS =INSURANCE COMPANY
			IVOQ =NHTSA WEB SITE
			LETR =CONSUMER LETTER
			MAVO =NHTSA MOBILE APP
			MIVO =NHTSA MOBILE APP
			~ MVOQ =OPTICAL MARKED VOQ
			RC =RECALL COMPLAINT, RESULT OF A RECALL
INVESTI	GATION		
			RP =RECALL PETITION, RESULT OF A RECALL
PETITIC	DN		
			SVOQ =PORTABLE SAFETY COMPLAINT FORM (PDF)
			VOQ =NHTSA VEHICLE OWNERS QUESTIONNAIRE
22	POLICE_RPT_YN	CHAR(1)	WAS INCIDENT REPORTED TO POLICE 'Y' OR 'N'
23	PURCH_DT	CHAR(8)	DATE PURCHASED (YYYYMMDD)
24 25	ORIG_OWNER_YN	CHAR(1)	WAS ORIGINAL OWNER 'Y' OR 'N' ANTI-LOCK BRAKES 'Y' OR 'N'
20	ANTI_BRAKES_YN	CHAR(1)	ANIT-TOCK DRAUFO I OK N.

26	CRUISE_CONT_YN	CHAR(1)	CRUISE CONTROL 'Y' OR 'N'
27	NUM_CYLS	NUMBER(2)	NUMBER OF CYLINDERS
28	DRIVE_TRAIN	CHAR(4)	NUMBER OF CYLINDERS DRIVE TRAIN TYPE [AWD,4WD,FWD,RWD] FUEL SYSTEM CODE: FI =FUEL INJECTION
29	FUEL_SYS	CHAR(4)	FUEL SYSTEM CODE:
			TB =TURBO
30	FUEL_TYPE	CHAR(4)	
			BF =BIFUEL
			CN = CNG/LPG
			DS =DIESEL
			GS =GAS
			HE =HYBRID ELECTRIC
31		CHAR(4)	VEHICLE TRANSMISSION TYPE [AUTO, MAN]
32	VEH_SPEED	NUMBER(3)	VEHICLE SPEED
33			DEPARTMENT OF TRANSPORTATION TIRE IDENTIFIER
34	TIRE_SIZE		
35	LOC_OF_TIRE	CHAR(4)	LOCATION OF TIRE CODE:
			FSW =DRIVER SIDE FRONT
			DSR =DRIVER SIDE REAR
			FTR =PASSENGER SIDE FRONT
			PSR =PASSENGER SIDE REAR
			SPR =SPARE
36	TIRE_FAIL_TYPE	CHAR(4)	TYPE OF TIRE FAILURE CODE:
			BST =BLISTER
			BLW =BLOWOUT
			TTL =CRACK
			OFR =OUT OF ROUND
			TSW =PUNCTURE
			TTR =ROAD HAZARD
			TSP =TREAD SEPARATION
37	ORIG_EQUIP_YN	CHAR(1)	WAS PART ORIGINAL EQUIPMENT 'Y' OR 'N'
38	MANUF_DT	CHAR(8)	DATE OF MANUFACTURE (YYYYMMDD)
39	SEAT_TYPE	CHAR(4)	TYPE OF CHILD SEAT CODE:
			B =BOOSTER
			C =CONVERTIBLE
			I = INFANT
			IN =INTEGRATED
			TD =TODDLER
40	RESTRAINT_TYPE	CHAR(4)	INSTALLATION SYSTEM CODE;
			A =VEHICLE SAFETY BELT
			B =LATCH SYSTEM
41	DEALER_NAME	CHAR(40)	DEALER'S NAME
42	DEALER_TEL	CHAR(20)	DEALER'S TELEPHONE NUMBER
43	DEALER_CITY	CHAR(30)	DEALER'S CITY
44	DEALER_STATE	CHAR(2)	DEALER'S STATE CODE
45	DEALER_ZIP	CHAR(10)	DEALER'S ZIPCODE
46	PROD_TYPE	CHAR(4)	PRODUCT TYPE CODE:
			V =VEHICLE
			T =TIRES
			E =EQUIPMENT
			C =CHILD RESTRAINT
47	REPAIRED_YN	CHAR(1)	WAS DEFECTIVE TIRE REPAIRED 'Y' OR 'N'
48	MEDICAL_ATTN	CHAR(1)	WAS MEDICAL ATTENTION REQUIRED 'Y' OR 'N'
49	VEHICLES_TOWED_YN	CHAR(1)	WAS VEHICLE TOWED 'Y' OR 'N'