Follow these instructions<sup>1</sup> 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.



<sup>&</sup>lt;sup>1</sup> The PDF version of this document is located at

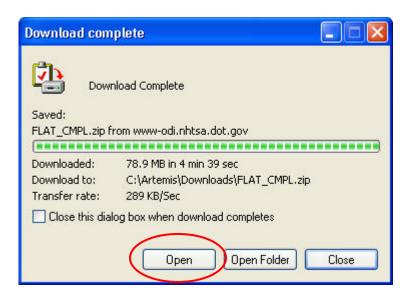
http://www-odi.nhtsa.dot.gov/downloads/folders/Complaints/Import\_Instructions\_Access.pdf

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:	Composition Downloads	~	G 🖸 🛤	<b>.</b>
My Recent Documents	FLAT_CMPL.zip			
Desktop				
My Documents				
My Computer				
	File name: FLAT_CN	1PL.zip	~	Save
My Network	Save as type: WinZip F	ile	~	Cancel

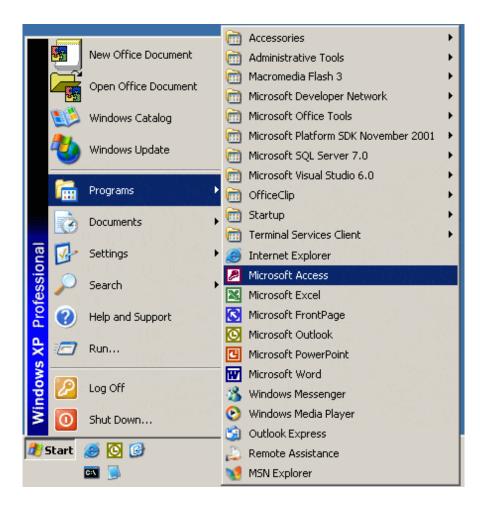
5. Select **Open**.



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.

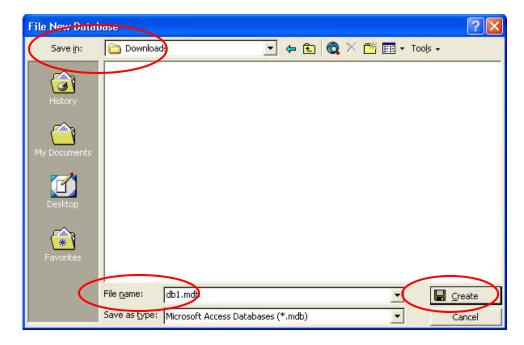


**Note:** The following screenshots are from the Microsoft Office 2000 version of Access. Other versions will have similar views and functionality, but may not look exactly the same. Use the toolbars or help feature if you have difficulty locating a function.

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



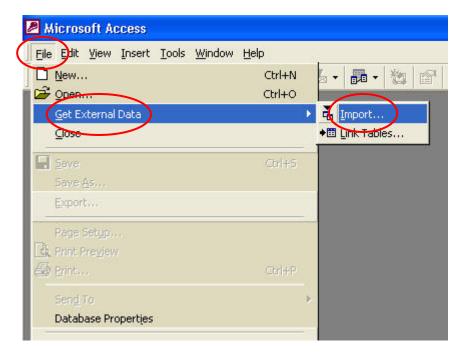
9. Select a destination folder for the database in the **Save in** box and accept the default **File name** of **`db1.mdb**', and then select **Create**.



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.** 

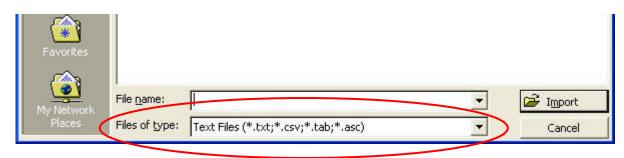
💼 db1 : Databas	e	
🛱 Open 🕍 Design	n 🌆 New 🔀 🖹 🖻 🗴 👘	
Objects	Create table in Design view	
III Tables	Create table by using wizard	
Queries	Create table by entering data	
📰 Forms		
🔳 Reports		
💼 Pages		
🗖 Macros		
🐝 Modules		
Groups		
🔅 Favorites		

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		
(3)		$ \longrightarrow $
My Network	File name:	port
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 Te	xt Wizard	×
	separates your fields? Select the appropriate delimiter and see he preview below.	how your text
Choose the c	lelimiter that separates your fields:	1
• Tab	C Semicolon C Comma C Space C Oth	er:
First Row C	ontains Field Names Text Qualifier	{none}
1 985418	DAIMLERCHRYSLER CORPORATION	PLYMOU -
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
	Lanas arrests arrests	
Ad <u>v</u> anced	Cancel < <u>B</u> ack <u>N</u> ext >	<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				
	nananananan Araila				
Advant 1 Court 1 Court					
Ady_ancedCancel< BackNext >	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.

		t each of the fields you are field information in the 'Fiel		lds in the
Field Option:	;			3
Field Name:	Field20	Data <u>T</u> ype:	Memo	<u> </u>
Indexed:	No	🔄 🗆 Do not i	mport field ( <u>S</u> kip)	
FRONT BRA FRONT BRA RECEIVED REAR BUMA	AKES HAVE NE AKES HAVE NE LETTER STAT PER FELL OFF	DAUGHTER WAS EJE VER WORKED PROPE VER WORKED PROPE ING MFG., REPLAC DUE TO DEVELOPM ILURE, BATTERY I	RLY, WHEN APP RLY, WHEN APP E BALL JOINTS ENT OF HOLES.	LYING LYING W/GRE TT

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

ſ		* *** ***	Microsoft Access recommends that you define a prin your new table. A primary key is used to uniquely id record in your table. It allows you to retrieve data r	lentify each
	3 xxx	* *** *** * *** *** * *** ***	Let Access add primary key.	
Ļ	4 883	* *** ***	C Choose my own primary key.	
			C No primary key.	
ID	Fi	Field2	Field3	F
ID	Fi 1	e <mark>Field2</mark> 985418	Field3 DAIMLERCHRYSLER CORPORATION	F PI •
ID	1000			
1 2	1000	985418	DAIMLERCHRYSLER CORPORATION	
1 2 3	1000	985418 972973 972973	DAIMLERCHRYSLER CORPORATION FORD MOTOR COMPANY	
1 2 3 <del>1</del>	1 2 3	985418 972973 972973	DAIMLERCHRYSLER CORPORATION FORD MOTOR COMPANY FORD MOTOR COMPANY	
ID 1 2 3 4 5 5	1 2 3 4	985418 972973 972973 972974	DAIMLERCHRYSLER CORPORATION FORD MOTOR COMPANY FORD MOTOR COMPANY GENERAL MOTORS CORP.	
1 2 3 <del>1</del>	1 2 3 4 5	985418 972973 972973 972973 972974 972975	DAIMLERCHRYSLER CORPORATION FORD MOTOR COMPANY FORD MOTOR COMPANY GENERAL MOTORS CORP. DAIMLERCHRYSLER CORPORATION	

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

📧 Import Text Wiza	rd.	×
	That's all the information the wizard needs to import your data.	
	Import to Table:	
1		
	C Display tiple offer the wine of is firstend	
	Display Help after the wizard is finished.	
Advanced	Cancel < <u>B</u> ack <u>M</u> ext > <u>Einish</u>	

## 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 the data in Access.

## Appendix A. Complaints File Characteristics

Field#	Name	Type/Size	Description
1	CMPLID	 CHAR (9)	NHTSA'S INTERNAL UNIQUE SEQUENCE NUMBER. IS AN UPDATEABLE FIELD,THUS DATA FOR A GIVEN RECORD POTENTIALLY COULD CHANGE FROM ONE DATA OUTPUT FILE TO THE NEXT.
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 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21	MFR_NAME MAKETXT MODELTXT YEARTXT CRASH FAILDATE FIRE INJURED DEATHS COMPDESC CITY STATE VIN DATEA LDATE MILES OCCURENCES CDESCR CMPL_TYPE	CHAR (1) CHAR (8) CHAR (1) NUMBER (2) NUMBER (2) CHAR (128) CHAR (30) CHAR (2) CHAR (2) CHAR (11) CHAR (8) NUMBER (7) NUMBER (4) CHAR (2048)	MANUFACTURER'S NAME VEHICLE/EQUIPMENT MAKE VEHICLE/EQUIPMENT MODEL MODEL YEAR, 9999 IF UNKNOWN or N/A WAS VEHICLE INVOLVED IN A CRASH, 'Y' OR 'N' DATE OF INCIDENT (YYYYMMDD) WAS VEHICLE INVOLVED IN A FIRE 'Y' OR 'N' NUMBER OF PERSONS INJURED NUMBER OF FATALITIES SPECIFIC COMPONENT'S DESCRIPTION CONSUMER'S CITY CONSUMER'S STATE CODE VEHICLE'S VIN# DATE ADDED TO FILE (YYYYMDD) DATE COMPLAINT RECEIVED BY NHTSA (YYYYMMDD) VEHICLE MILEAGE AT FAILURE NUMBER OF OCCURRENCES DESCRIPTION OF THE COMPLAINT SOURCE OF COMPLAINT CODE: CAG =CONSUMER ACTION GROUP CON =FORWARDED FROM A CONGRESSIONAL OFFICE DP =DEFECT PETITION, RESULT OF A DEFECT PETITION EVOQ =HOTLINE VOQ EWR =EARLY WARNING REPORTING INS =INSURANCE COMPANY IVOQ =NHTSA WEB SITE LETR =CONSUMER LETTER MAVQ =NHTSA MOBILE APP MIVQ =NHTSA MOBILE APP MIVQ =OPTICAL MARKED VOQ RC =RECALL COMPLAINT, RESULT OF A RECALL INVESTIGATION RP =RECALL PETITION, RESULT OF A RECALL
22 23 24 25	POLICE_RPT_YN PURCH_DT ORIG_OWNER_YN ANTI_BRAKES_YN	CHAR (1) CHAR (8) CHAR (1) CHAR (1)	PETITION SVOQ =PORTABLE SAFETY COMPLAINT FORM (PDF) VOQ =NHTSA VEHICLE OWNERS QUESTIONNAIRE WAS INCIDENT REPORTED TO POLICE 'Y' OR 'N' DATE PURCHASED (YYYYMMDD) WAS ORIGINAL OWNER 'Y' OR 'N' ANTI-LOCK BRAKES 'Y' OR 'N'

26 27	CRUISE_CONT_YN	CHAR (1)	CRUISE CONTROL 'Y' OR 'N'
28	NUM_CILS	NUMBER $(2)$	NUMBER OF CYLINDERS DRIVE TRAIN TYPE [AWD, 4WD, FWD, RWD]
29	FUEL SYS	CHAR(4)	FUEL SYSTEM CODE:
29	FOLL_SIS		FI =FUEL INJECTION
			TB =TURBO
30	FUEL TYPE	CHAR (4)	FUEL TYPE CODE:
00		011111((1)	BF =BIFUEL
			CN =CNG/LPG
			DS =DIESEL
			GS =GAS
			HE =HYBRID ELECTRIC
31	TRANS_TYPE	CHAR (4)	VEHICLE TRANSMISSION TYPE [AUTO, MAN]
32	VEH_SPEED	NUMBER (3)	VEHICLE SPEED
33	DOT	CHAR (20)	VEHICLE SPEED DEPARTMENT OF TRANSPORTATION TIRE IDENTIFIER TIRE SIZE LOCATION OF TIRE CODE:
34	TIRE_SIZE	CHAR(30)	TIRE SIZE
35	LOC_OF_TIRE	CHAR (4)	
			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
37	OPIC FOULD VN	CUAD (1)	TSP =TREAD SEPARATION 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
41	DEALER NAME		B =LATCH SYSTEM
42	DEALER TEL	CHAR (20)	DEALER'S NAME DEALER'S TELEPHONE NUMBER
43	DEALER CITY	CHAR (30)	DEALER'S CITY
44	DEALER STATE	CHAR (2)	DEALER'S TELEPHONE NUMBER DEALER'S CITY DEALER'S STATE CODE
45	DEALERZIP		
46	PROD_TYPE	CHAR (4)	PRODUCT TYPE CODE:
			V =VEHICLE
			T =TIRES
			E = EQUIPMENT
A 7			C =CHILD RESTRAINT
47 48	REPAIRED_YN MEDICAL ATTN	CHAR (1)	WAS DEFECTIVE TIRE REPAIRED 'Y' OR 'N' WAS MEDICAL ATTENTION REQUIRED 'Y' OR 'N'
40 49	VEHICLES TOWED YN	CHAR(1)	WAS VEHICLE TOWED 'Y' OR 'N'