Follow these instructions[1] 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.

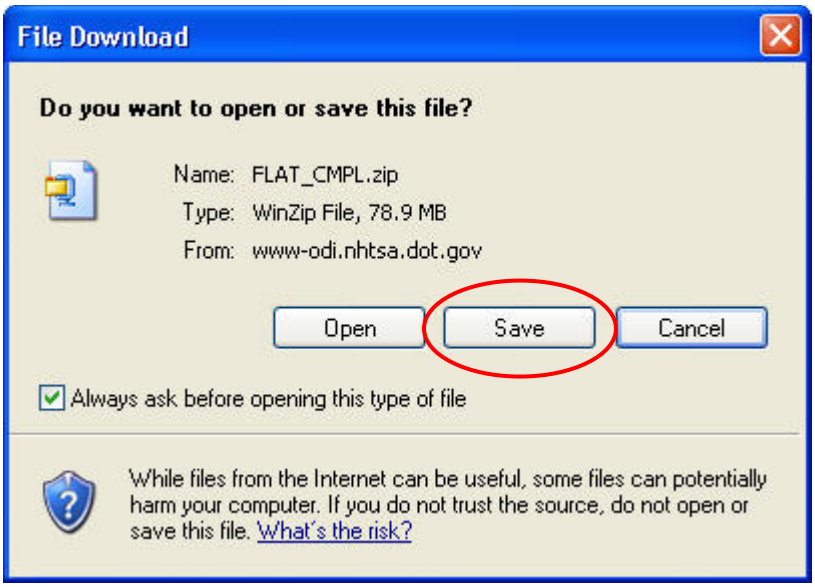
Note: *For consistency the original file name* **FLAT_CMPL** *is used throughout these instructions.*

1. Go to the following URL:

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

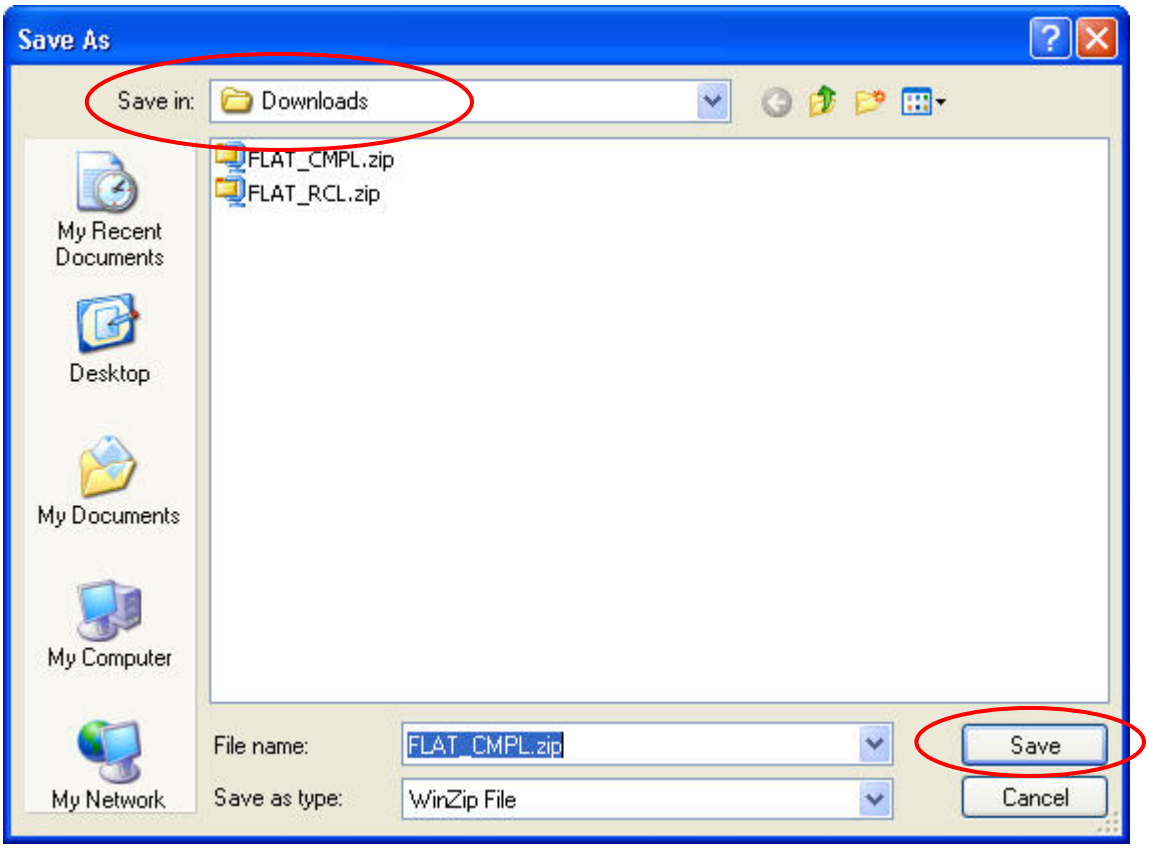
2. Select the **FLAT_CMPL.zip** file.

3. Select **Save**.

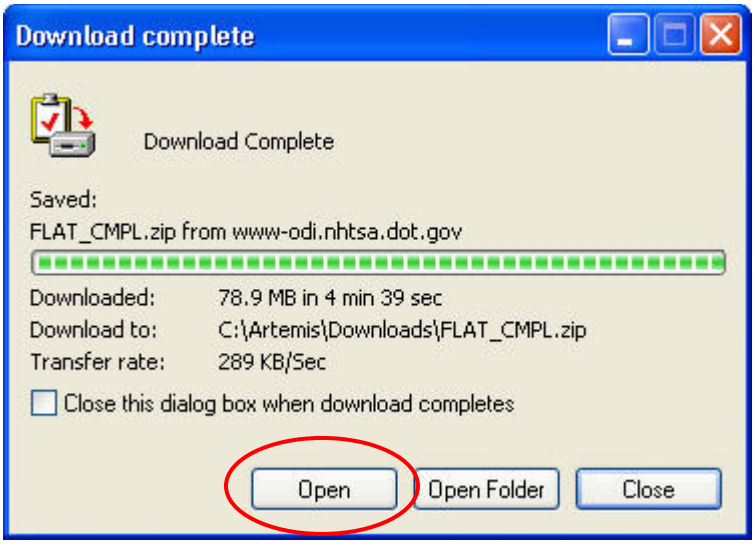


[1] The PDF version of this document is located at
http://www-odi.nhtsa.dot.gov/downloads/folders/Complaints/Import_Instructions_Access.pdf

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.)



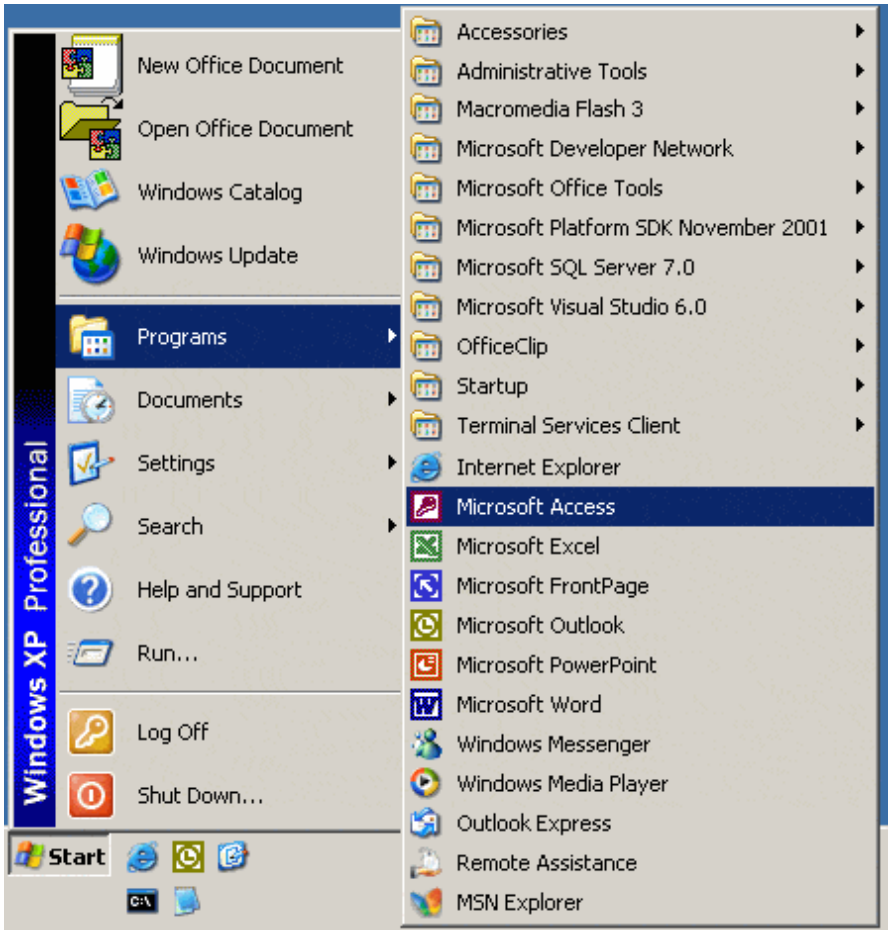
5. Select **Open**.



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

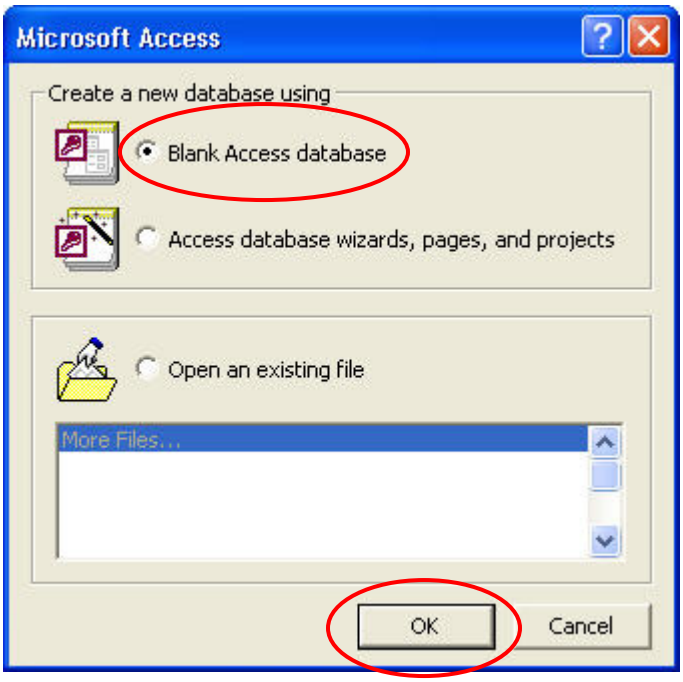
Note: *The unzipped file of Complaints data is now ready to be imported into a Microsoft Access database.*

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

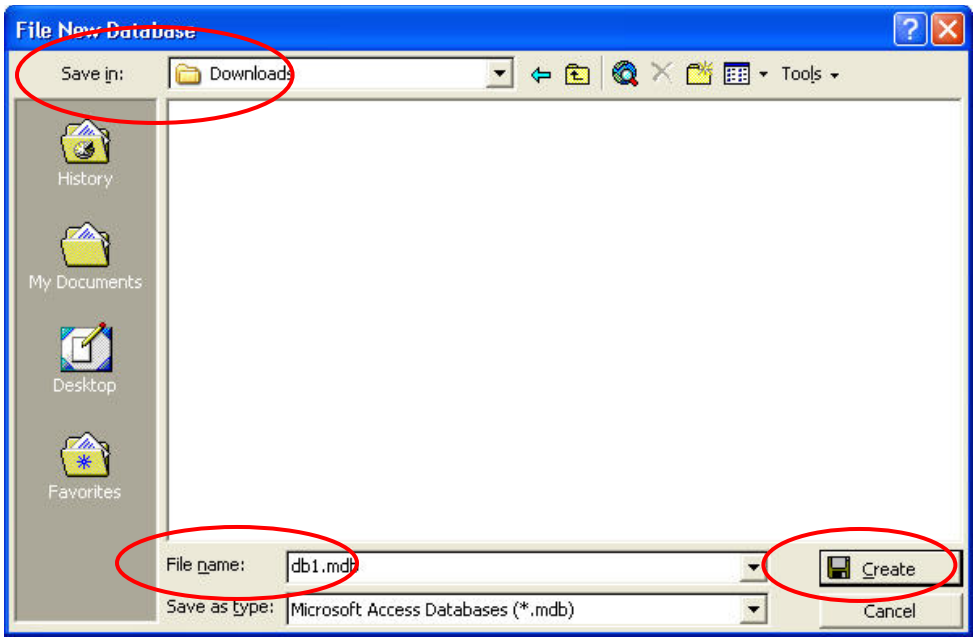


Note: *The following screenshots are from the Microsoft Office 2000 version of Access. Other versions will have similar views and functionality, but may not look exactly the same. Use the toolbars or help feature if you have difficulty locating a function.*

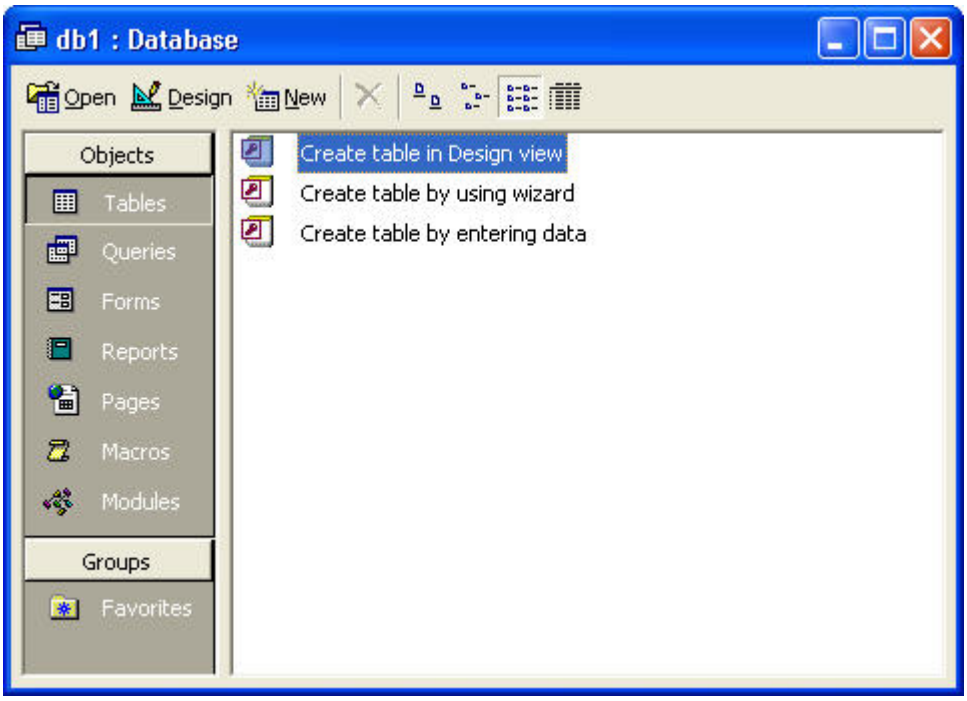
8. Select **Blank Access database**, then select **OK**.



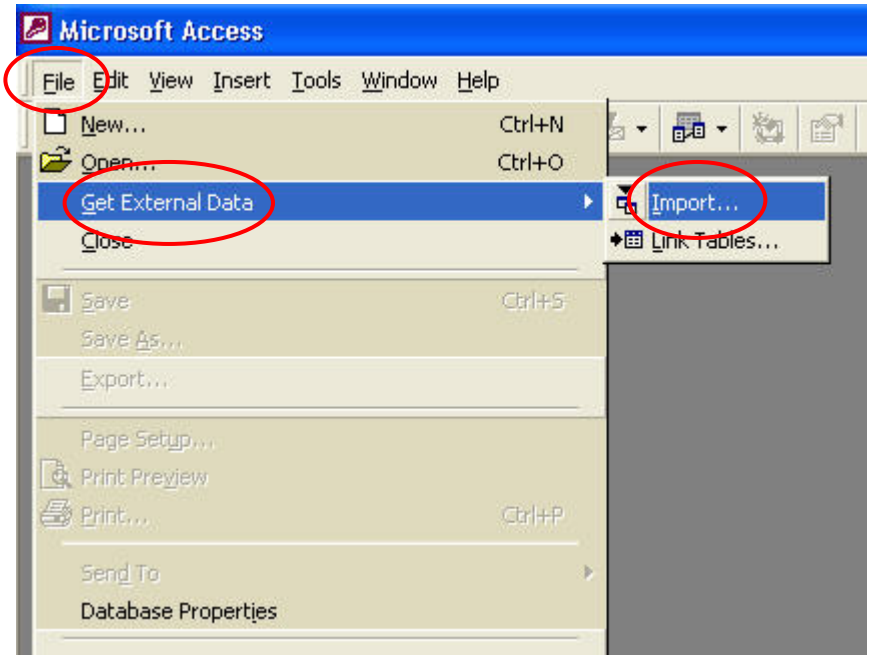
9. Select a destination folder for the database in the **Save in** box and accept the default **File name** of '**db1.mdb**', and then select **Create**.



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.**

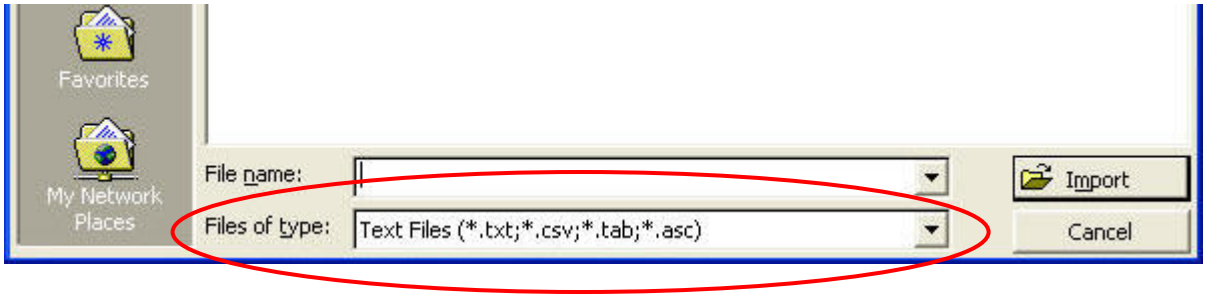


10. Select **File**, then **Get External Data**, then **Import** from the Access menu.

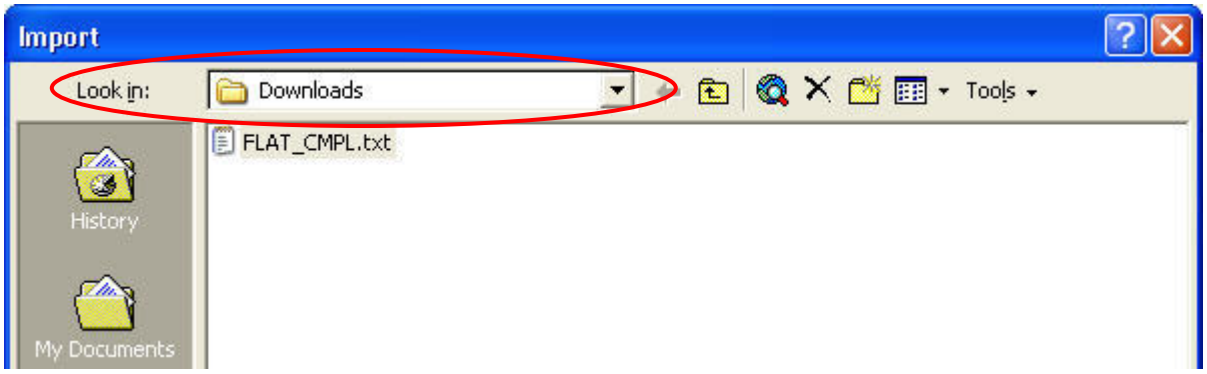


11. When the Import screen opens, select

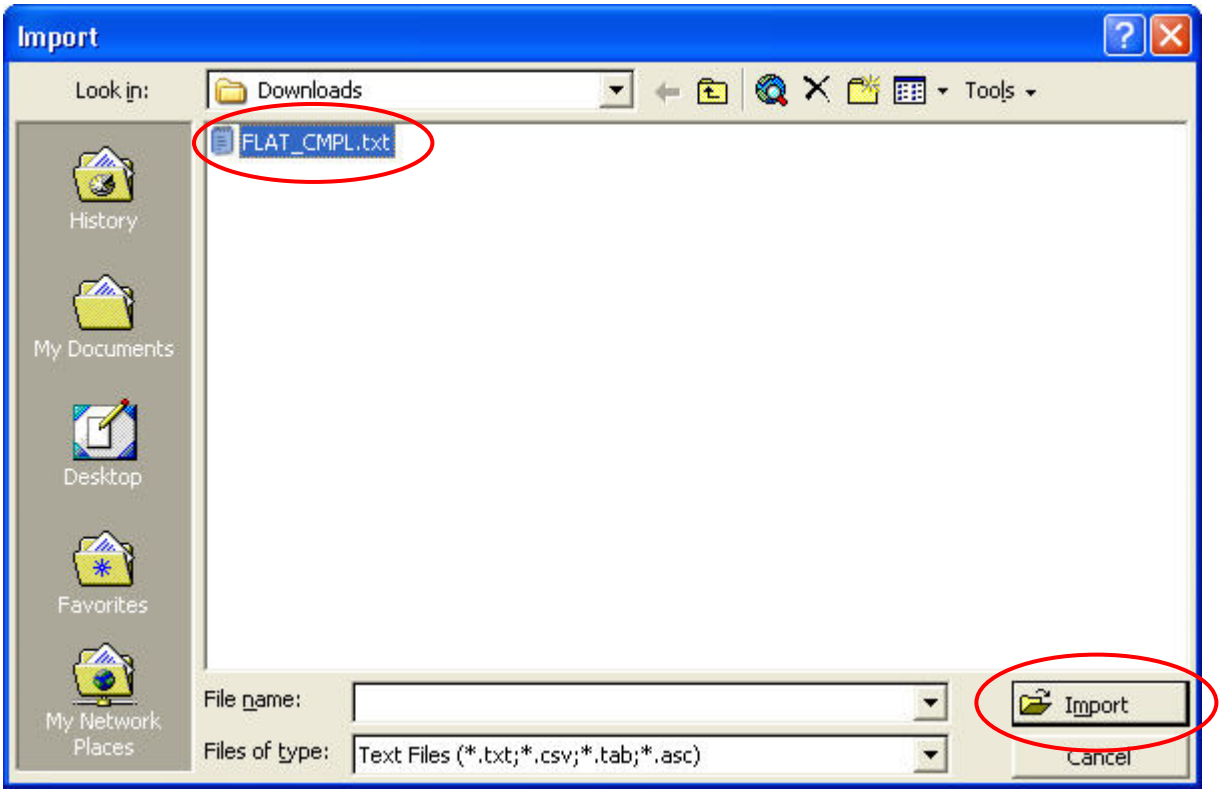
Text Files (*.txt;*.csv;*.tab;*.asc) using the dropdown arrow for **Files of type** at the bottom.



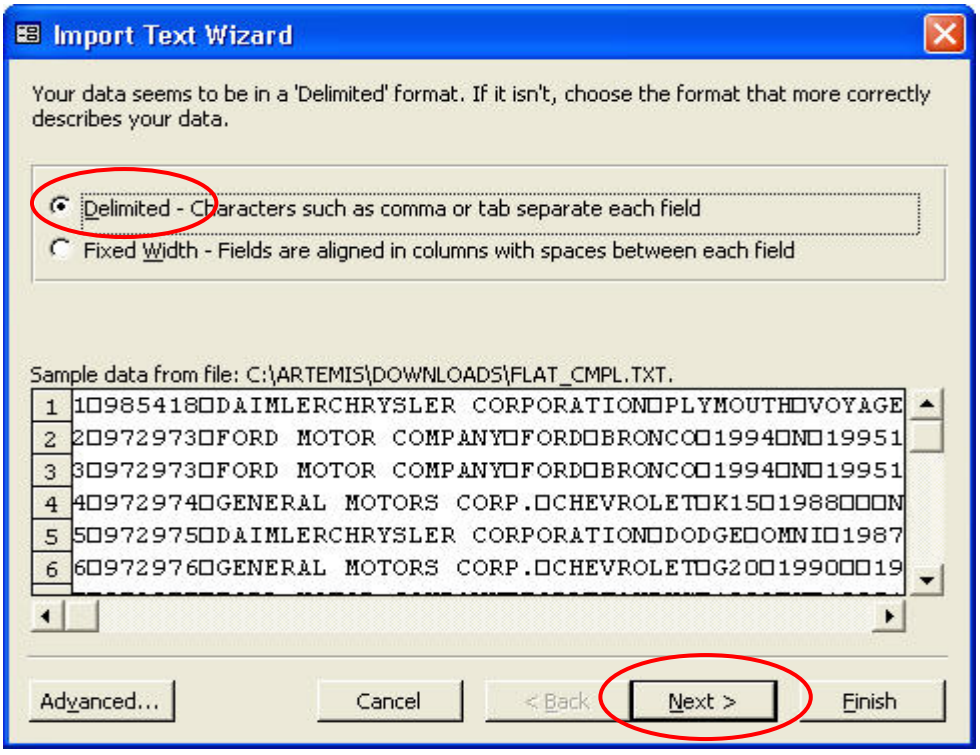
12. Browse to the folder location of the **FLAT_CMPL.txt** file using the dropdown arrow for **Look in**.



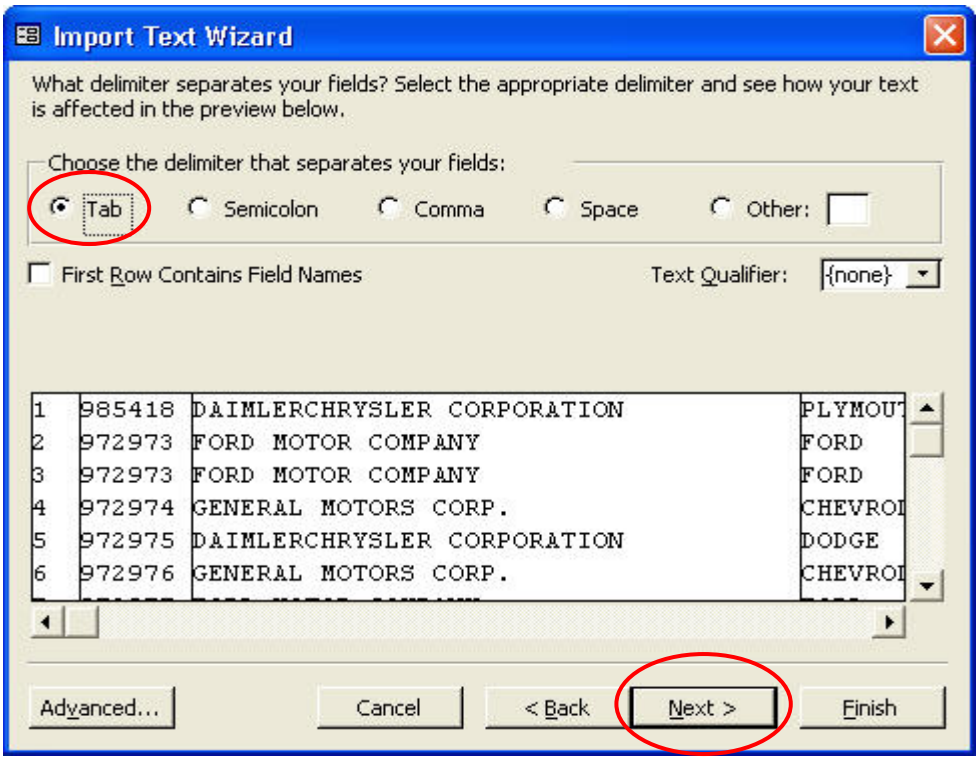
13. Select the **FLAT_CMPL.txt** file, and then select **Import**



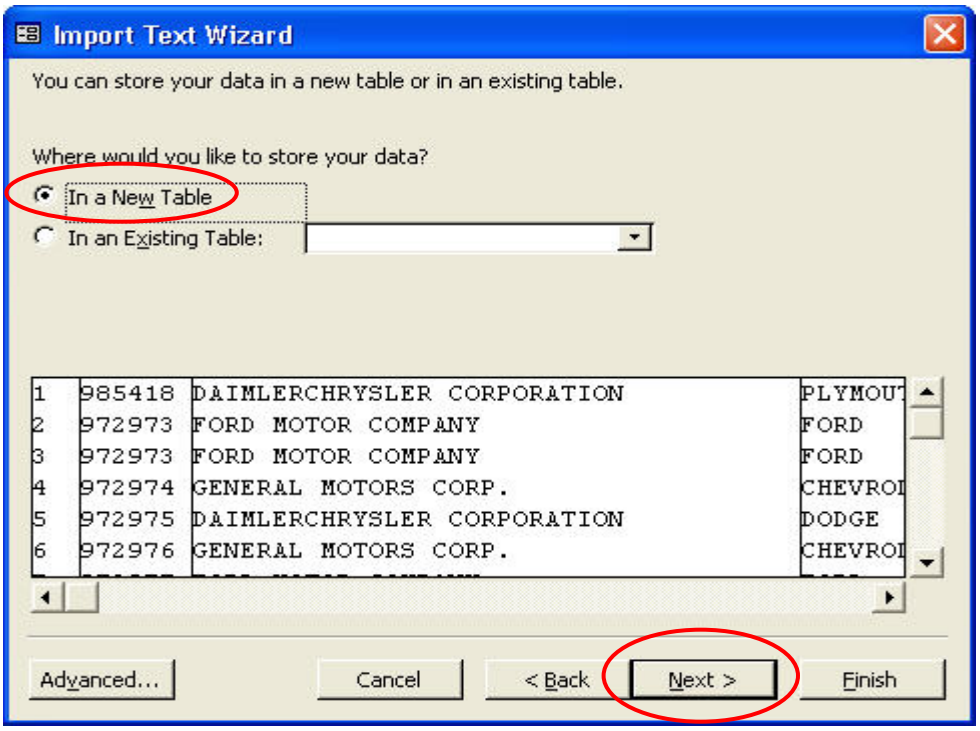
14. Select **Delimited**, then select **Next.**



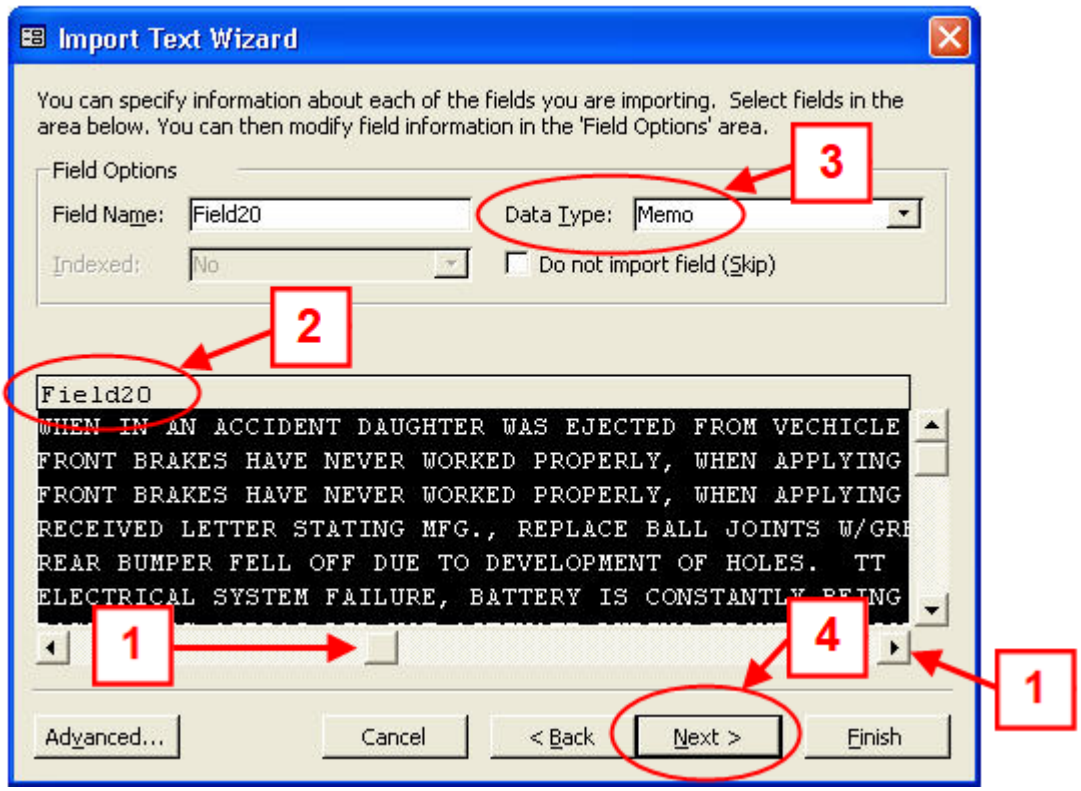
15. Select **Tab** as the delimiter as our data are stored as tab delimited quoted text, then select **Next**.



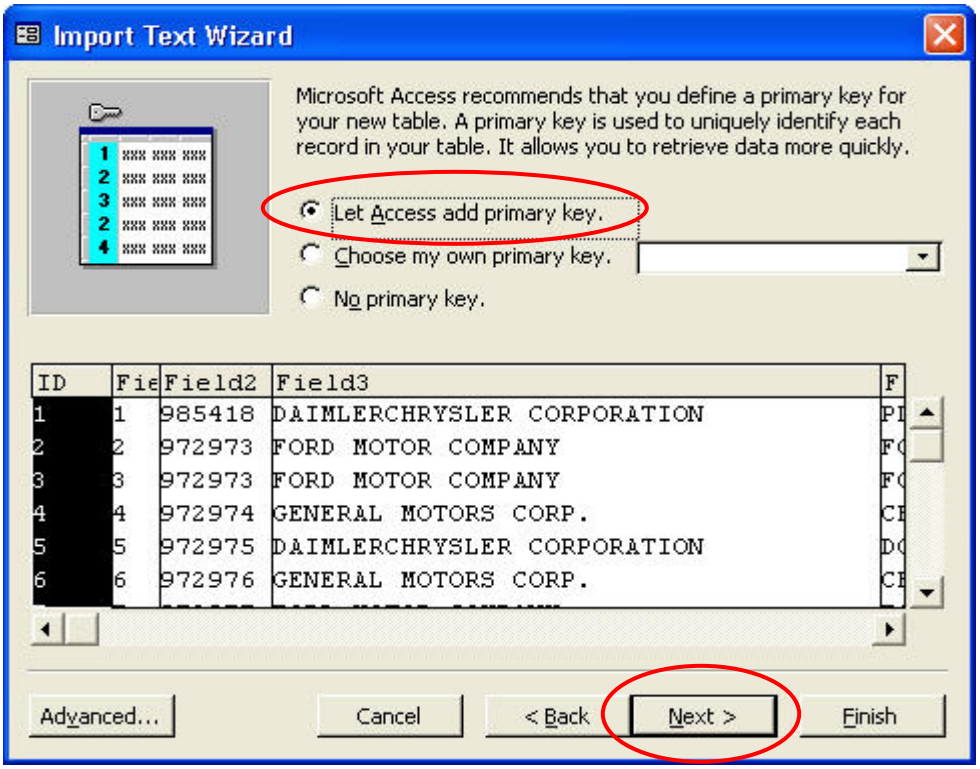
16. Select '**In a New Table**', then select **Next**.



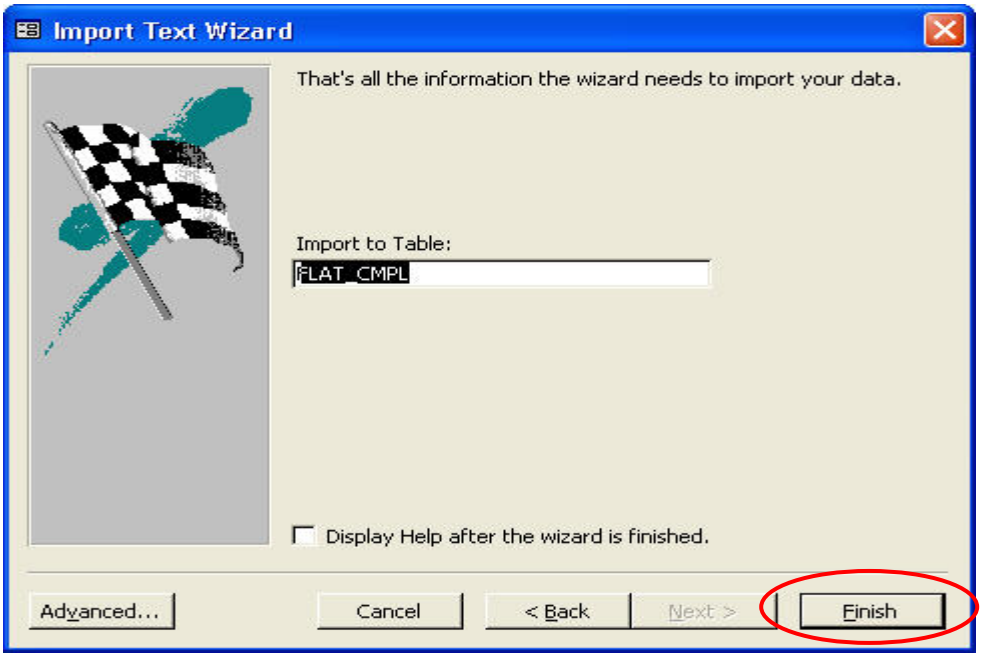
17. **1** - Using the scroll arrow or slider, scroll right to **Field20**.
    2 - Select **Field20**.
    3 - Change **Data Type** to **Memo** using the dropdown arrow.
    4 - Select **Next**.



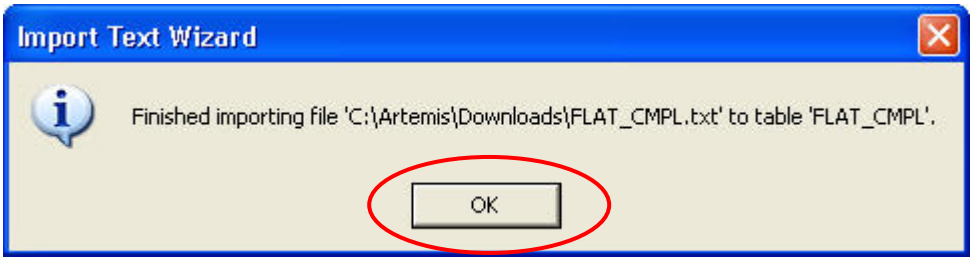
18. Select '**Let Access add primary key**', then select **Next**.



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



20. Select **OK**.



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	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)	DATE OF INCIDENT (YYYYMMDD)
9	FIRE	CHAR(1)	WAS VEHICLE INVOLVED IN A FIRE 'Y' OR 'N'
10	INJURED	NUMBER(2)	NUMBER OF PERSONS INJURED
11	DEATHS	NUMBER(2)	NUMBER OF FATALITIES
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	CHAR(11)	VEHICLE'S VIN#
16	DATEA	CHAR(8)	DATE ADDED TO FILE (YYYYMMDD)
17	LDATE	CHAR(8)	DATE COMPLAINT RECEIVED BY NHTSA (YYYYMMDD)
18	MILES	NUMBER(7)	VEHICLE MILEAGE AT FAILURE
19	OCCURENCES	NUMBER(4)	NUMBER OF OCCURRENCES
20	CDESCR	CHAR(2048)	DESCRIPTION OF THE COMPLAINT
21	CMPL_TYPE	CHAR(4)	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 MVOQ =OPTICAL MARKED VOQ RC =RECALL COMPLAINT,RESULT OF A RECALL INVESTIGATION RP =RECALL PETITION,RESULT OF A RECALL PETITION 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	ORIG_OWNER_YN	CHAR(1)	WAS ORIGINAL OWNER 'Y' OR 'N'
25	ANTI_BRAKES_YN	CHAR(1)	ANTI-LOCK BRAKES 'Y' OR '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)	DRIVE TRAIN TYPE [AWD,4WD,FWD,RWD]
29	FUEL_SYS	CHAR(4)	FUEL SYSTEM CODE: FI =FUEL INJECTION TB =TURBO
30	FUEL_TYPE	CHAR(4)	FUEL TYPE CODE: 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)	DEPARTMENT OF TRANSPORTATION TIRE IDENTIFIER
34	TIRE_SIZE	CHAR(30)	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'