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	>	💌 G 💋) 📂 🛄 •	
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.

Microsoft Access	? 🔀
Create a new database using	
Blank Access database	
C Access database wizards, pages, and p	rojects
C Open an existing file	
More Files	
	<u> </u>
ОК	Cancel

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	se	
🛱 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		
	J	

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 <u>i</u> n:	🖻 Downloads 💽 🔶 🛍 🗮 🛪 Tools 🗸	
() History	FLAT_CMPL.txt	
My Documents		
Desktop		
Favorites		
<u></u>	File name:	moort
My Network 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 109854180DAIMLERCHRYSLER CORPORATIONDPLYMOUTHDVOYAGE 2 209729730FORD MOTOR COMPANYDFORDDBRONCOD19940ND19951 3 309729730FORD MOTOR COMPANYDFORDDBRONCOD19940ND19951 4 409729740GENERAL MOTORS CORP.DCHEVROLET0K1501988000N 5 509729750DAIMLERCHRYSLER CORPORATIONDD0DGED0MNI01987 6 609729760GENERAL MOTORS CORP.DCHEVROLET0g200199000019
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	ext Wizard	X
What delimiter is affected in I	 separates your fields? Select the appropriate delimiter and see the preview below. 	how your text
	delimiter that separates your fields:	
• Tab	C Semicolon C Comma C Space C Ott	ner:
First Row (Contains Field Names Text Qualifier	: {none} •
1 985410	B DAIMLERCHRYSLER CORPORATION	PLYMOU -
2 97297:	5 FORD MOTOR COMPANY	FORD
β 97297:	5 FORD MOTOR COMPANY	FORD
4 97297	4 GENERAL MOTORS CORP.	CHEVROI
5 97297	5 DAIMLERCHRYSLER CORPORATION	DODGE
6 97297	5 GENERAL MOTORS CORP.	CHEVROI
4		
		1

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 Cancel Next >	Einich

- 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 🛛 🔀	
You can specify information about each of the fields you are importing. Select fields in the	
Field Options	
Field Name: Field20 Data Type: Memo	
Indexed: No 🗾 🔽 Do not import field (Skip)	
2	
Field20	
FRONT BRAKES HAVE NEVER WORKED PROPERLY, WHEN APPLYING	
FRONT BRAKES HAVE NEVER WORKED PROPERLY, WHEN APPLYING	
RECEIVED LETTER STATING MFG., REPLACE BALL JOINTS W/GRE	
ELECTRICAL SYSTEM FAILURE, BATTERY IS CONSTANTL	
	1
Advanced Cancel < Back Next > Finish	Ľ

18.	Select `Let	Access add	primary key',	then select Next .
TO :		/ CCCDD ddd		

-8 m		19X1 W124	Microsoft Access recommends that you define a primary key for your new table. A primary key is used to uniquely identify each record in your table. It allows you to retrieve data more quickly	
	2 xx 3 xx 2 xx 4 xx	x xxx xxx x xxx xxx x xxx xxx x xxx xxx	 C Let Access add primary key. C Choose my own primary key. C No primary key. 	J
ID 1	F 1	i∈Field2 985418	Field3 F DAIMLERCHRYSLER CORPORATION PI	_
2 3 4	2 3 4	972973 972973 972974	FORD MOTOR COMPANY FO FORD MOTOR COMPANY FO GENERAL MOTORS CORP. CI	
5	5	972975 972976	DAIMLERCHRYSLER CORPORATION DO GENERAL MOTORS CORP. CH	-
]	Cancel < <u>B</u> ack <u>N</u> ext > <u>F</u> inish	

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:	
1. 1		
	Display Help after the wizard is finished.	
		-
Advanced	Cancel < <u>B</u> ack Next > Einish	リ

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	Type/Size	Description
1 2	CMPLID ODINO	CHAR(9) CHAR(9)	NHTSA'S INTERNAL UNIQUE SEQUENCE NUMBER. NHTSA'S INTERNAL REFERENCE NUMBER.
			THIS NUMBER MAY BE REPEATED FOR
			MULTIPLE COMPONENTS.
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(6)	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 =RESULT OF A DEFECT PETITION
			EVOO =EMAIL MESSAGE
			EWR =EARLY WARNING REPORTING
			INS =INSURANCE COMPANY
			IVOO =NHTSA WEB SITE
			LETR =CONSUMER LETTER
			MVOO =OPTICAL MARKED VOO
			RC =RECALL COMPLAINT
			RP = RECALL PETITION
			VOO =NHTSA VEHICLE OWNERS OUESTIONNAIRE
22	POLICE RPT YN	CHAR(1)	WAS INCIDENT REPORTED TO POLICE 'Y'/'N'
23	PURCH DT	CHAR(8)	DATE PURCHASED (YYYYMMDD)
2.4	ORIG OWNER YN	CHAR(1)	WAS ORIGINAL OWNER 'Y' OR 'N'
2.5	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
2.8	DRIVE TRAIN	CHAR(4)	DRIVE TRAIN TYPE [AWD.4WD.FWD.RWD]
29	FUEL SYS	CHAR(4)	FUEL SYSTEM CODE:
	1022_010	011111(1)	FI =FUEL INJECTION
			TB = TUBBO
30	FIIFI, TYPE	CHAR(4)	FUEL TYPE CODE ·
		2	BF =BIFUEL
			CN = CNG/LPG
			DS =DIESEL
			GS = GAS
			HE =HYBRID ELECTRIC

31 32	TRANS_TYPE VEH_SPEED	CHAR(4) NUMBER(3)	VEHICLE TRANSMISSION TYPE [AUTO, MAN] 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 EOUIP 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'