

How to Download TracTape Files (revised 01/04/2016)

A **TracTape File** is one complete file, which lists all crash related information.

Instructions for downloading a TracTape File:

The download must be completed through Internet Explorer

1. Go to: <http://www.publicsafety.ohio.gov/crashes.stm>

2. Click on Crash Extracts

Ohio Department of Public Safety **Crash Report System**

[Crash Extracts](#)

Download state of Ohio crash data for the past five years. Users can download "FULL Extracts" or "TRACTAPE". Data can be requested for all 88 counties, and it can be subcategorized on NCIC (National Criminal Information Center) – Law Enforcement and FIPS (Federal Information Processing System) City/Village/Township.

[Crash Statistics](#)

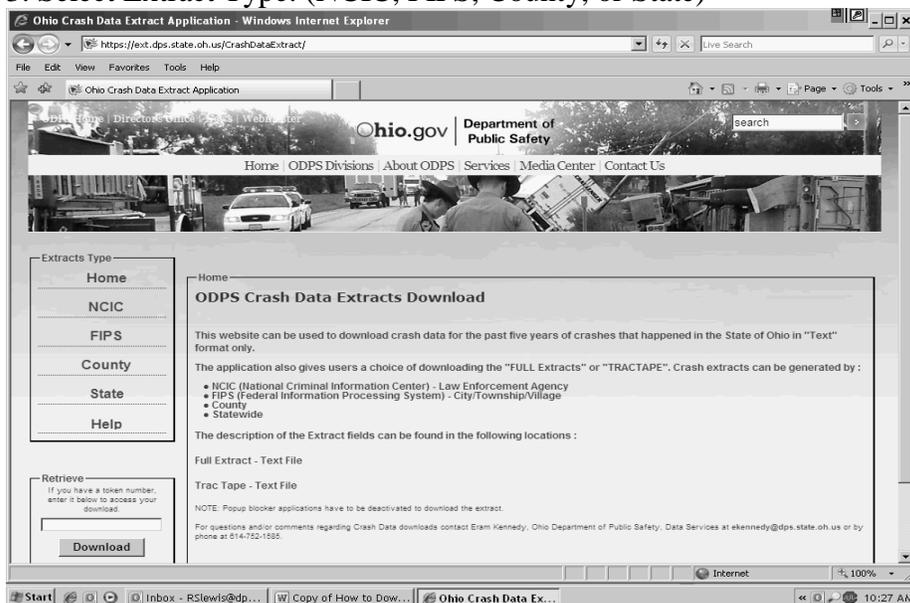
Generate reports and parameterized queries from the past five years' [Ohio Traffic Crash Facts books](#). The Ohio Traffic Crash Facts books contains pre-formatted, categorized reports. These reports can be generated for different time periods and geographic locations.

Parameterized reports can be generated for any of the conditions specified in the [Ohio Traffic Crash Report \(OH-1\)](#). A CQ3 report lists the crash information in a formatted report.

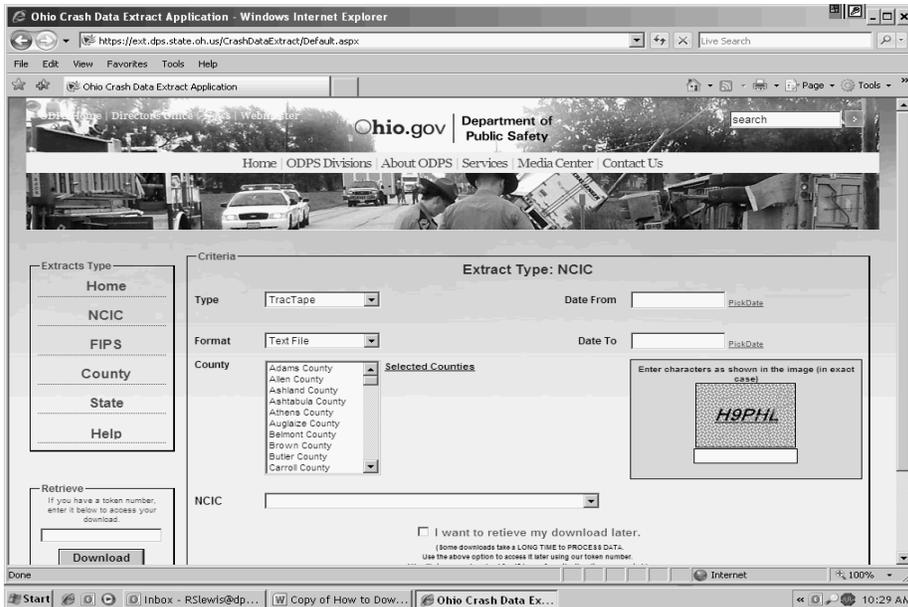
[Crash Reports](#)

View and print Ohio Traffic Crash Reports as reported to the Ohio Department of Public Safety for the current year and the past five years plus. For addendums, contact the reporting law enforcement agency.

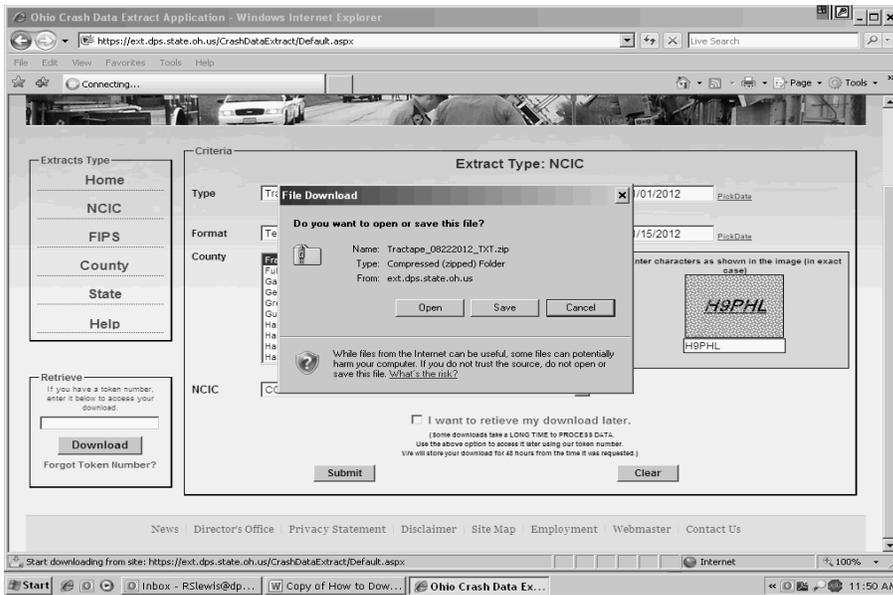
3. Select Extract Type: (NCIC, FIPS, County, or State)



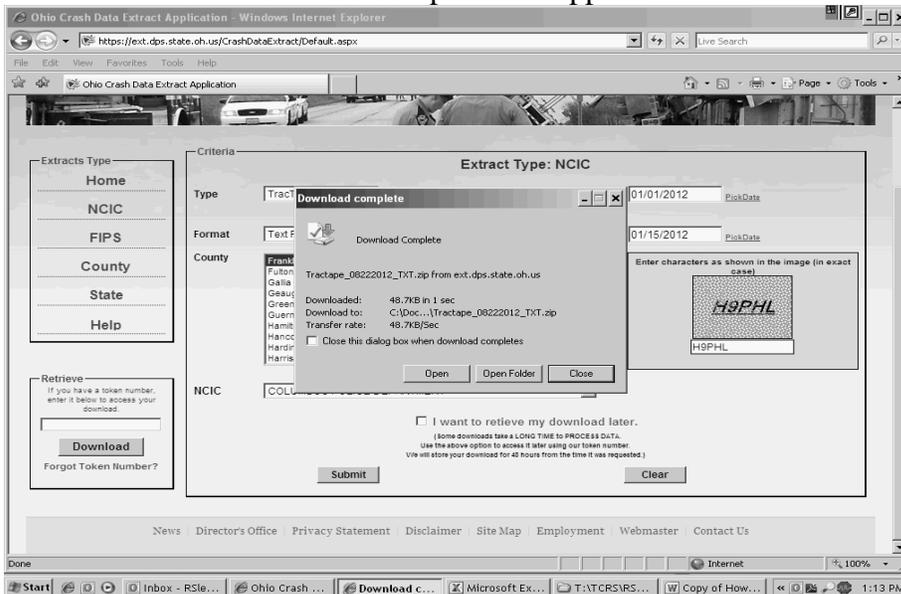
4. Select Type: TracTape



5. Select the County (will not select county if Type is State)
6. Input dates to and from (has to be within the same calendar year). Current year data is available; however this will be preliminary data only.
7. If selected FIPS or NCIC, you will also need to select the specific location (drop down box located under County)
8. Input security codes exactly as shown in the shaded box (case SeNsItIvE).
9. Hit Submit – (If a Token Number is received the data will not be available until the next day. The Token Number is only good for 48-hours including weekends and holidays.)
10. Download and save to your computer. Save file to location of your choice.



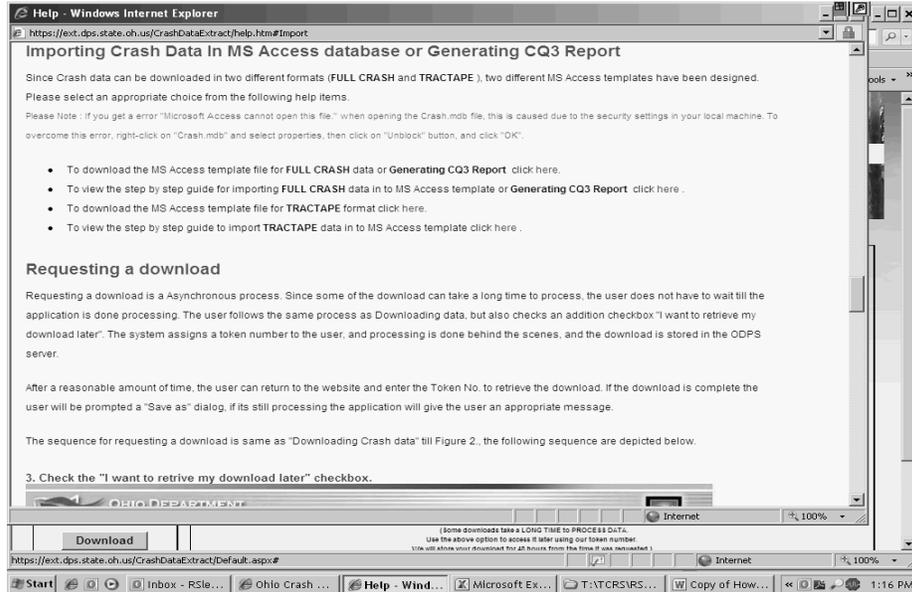
11. Once saved if Download complete box appears click on close.



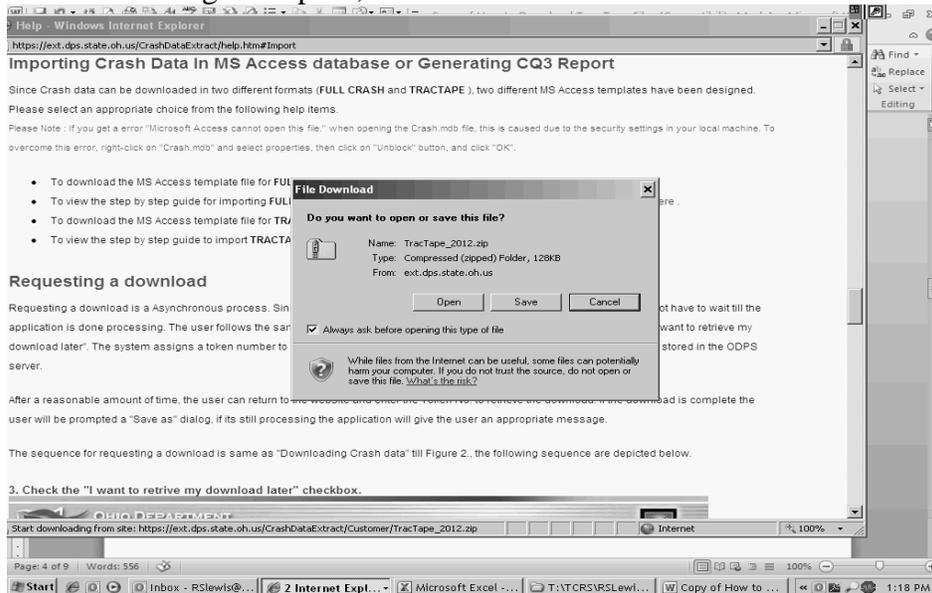
12. Go back to the Crash Extract screen (should still be opened) and click on Help on left side.

13. Click on the link *“Importing Crash Data in MS Access database or Generating CQ3 Report”*.

14. Click on the “To download the MS Access template file for TracTape format click here.”

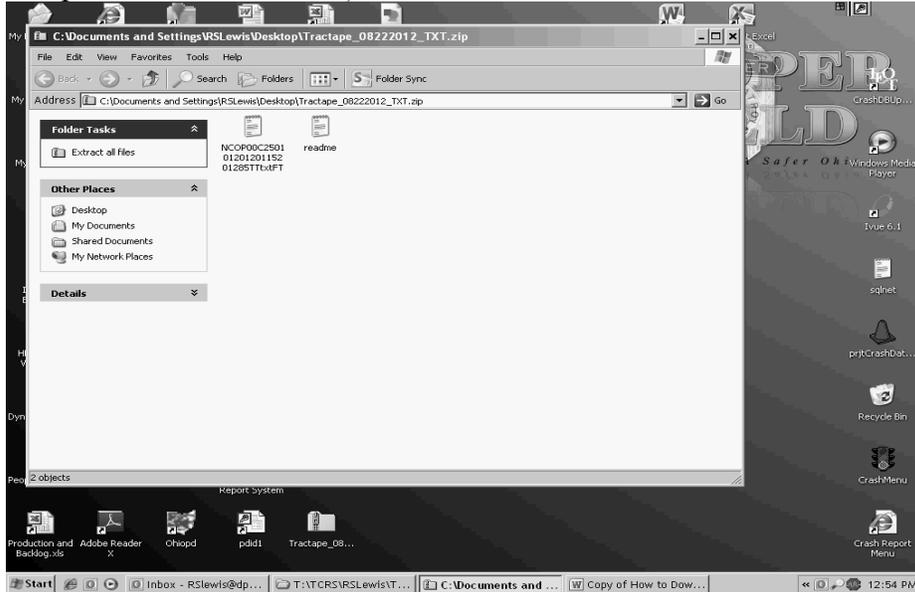


15. When dialog box opens, click save. You can then close out of the ODPS sites.



16. Once saved if Download complete box appears click on close

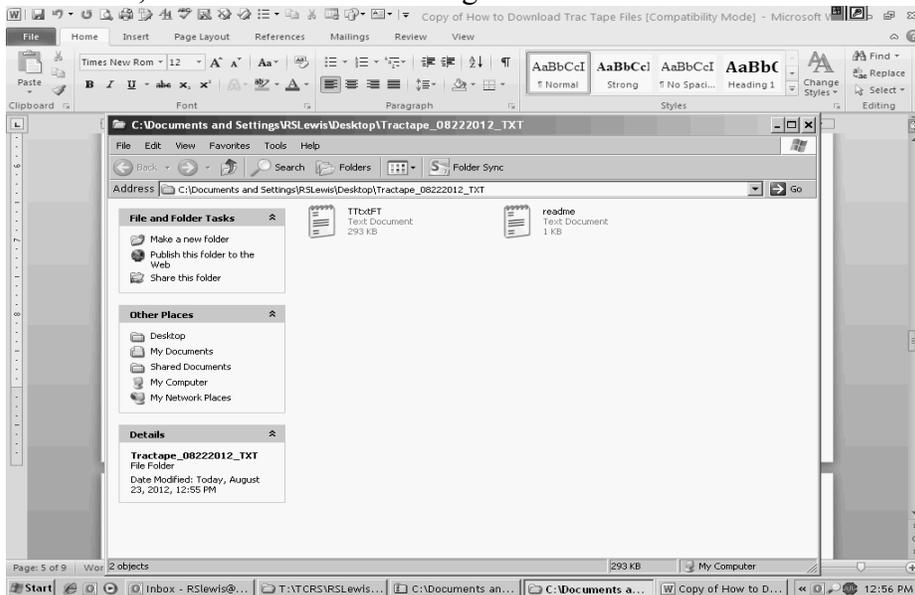
17. Go to location where you saved the TEXT Zip Files. Click on “Extract All” (may be at top under “file” location)



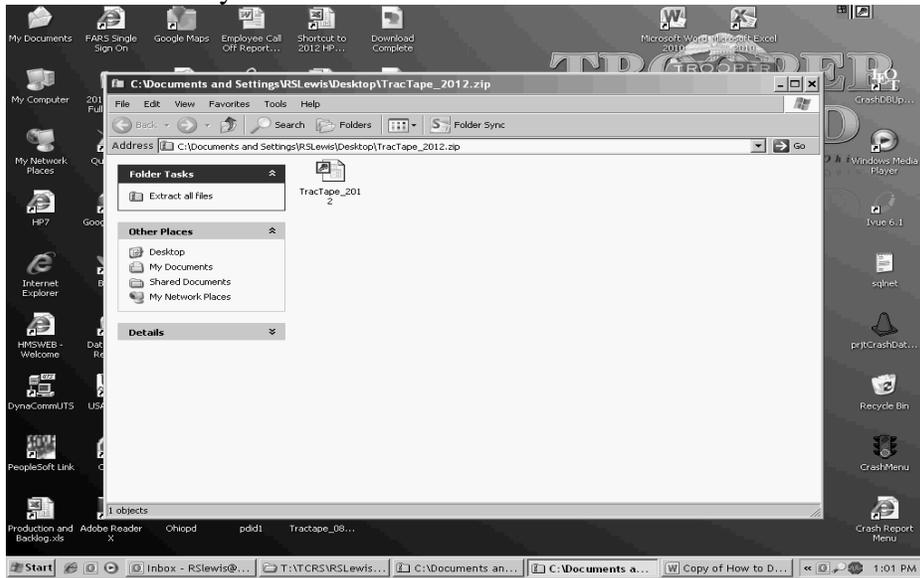
18. The Compressed Wizard will open. Click on Next, then Next again, then Finish

19. If a warning pops up “This folder already contains a file named “readme.txt”. Would you like the replace the existing file? Click “yes to all”. Then click finish. This will overwrite any previous crash data saved in the same file location. Alternatively, you may wish to save this file to a new location. You may or may not receive this depending on your own computer system.

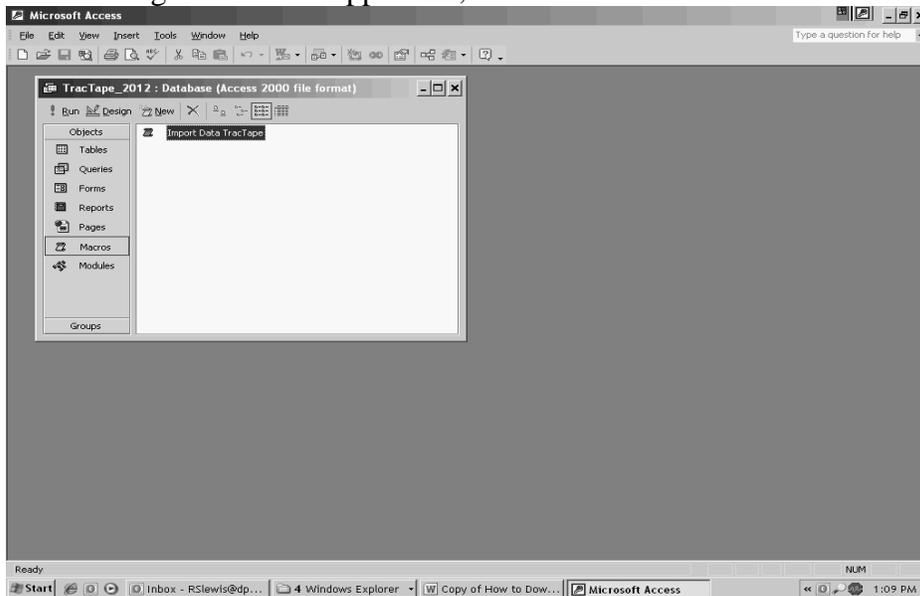
20. You can shorten the file name. You can do this by right clicking on a file, select “Rename”, and then remove the long number. You will need this later.



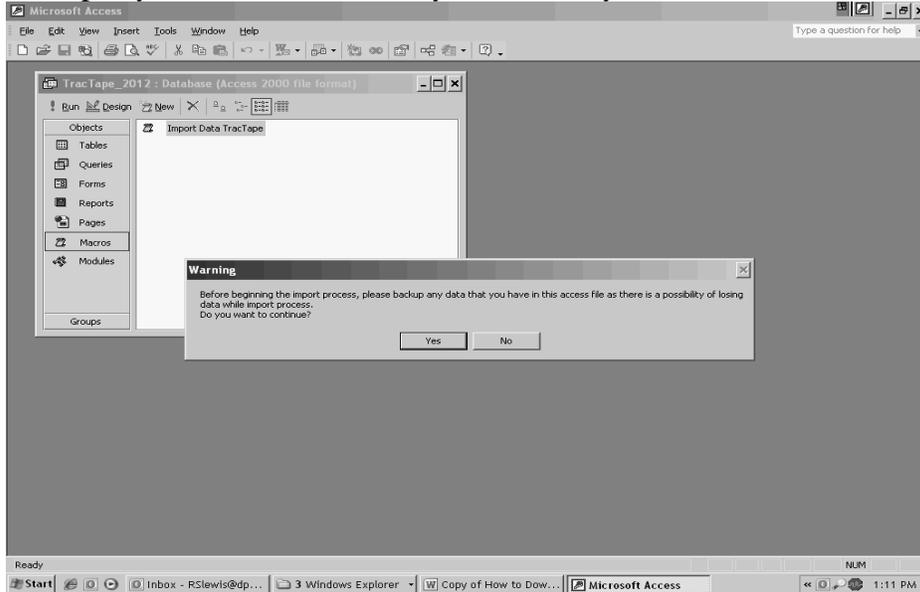
21. Go to where you saved the Mdb file and Click on Extract All Files



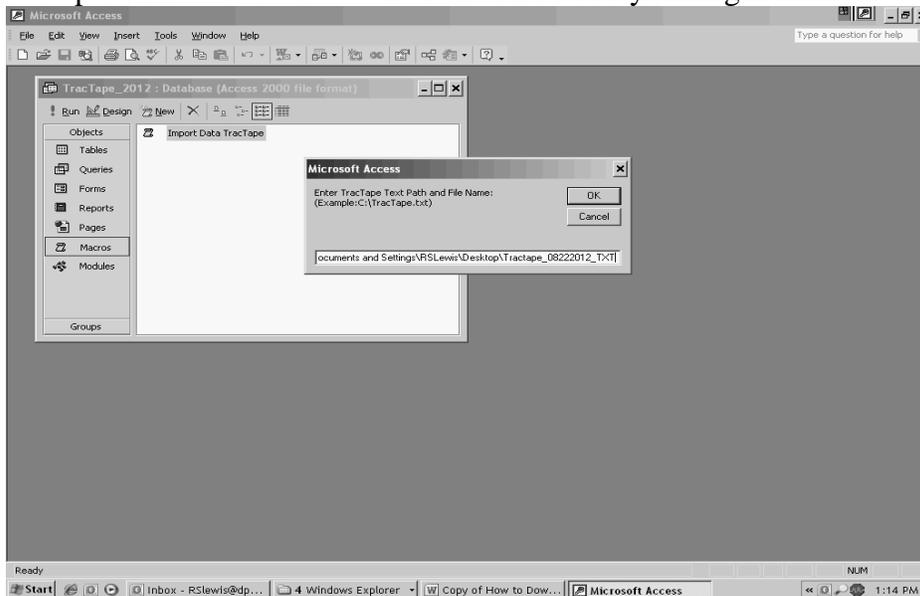
22. Working from the unzipped file, click on Macros on the left side



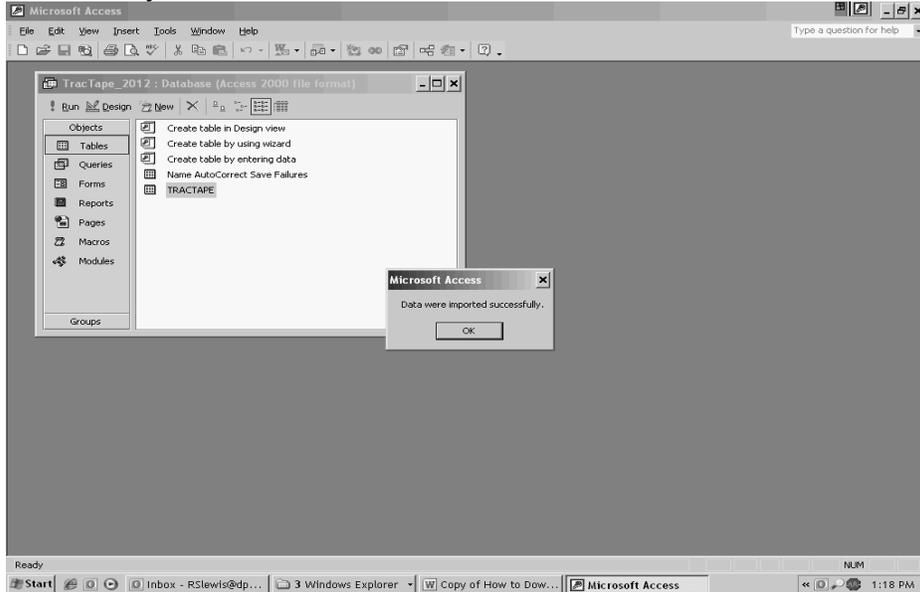
23. Double click on “Import Data TracTape”. A warning box will appear advising you to backup any unsaved data as it may be lost. Do you want to continue? Click on Yes



24. Enter TracTape Path and File Name: This is the location where you saved the text zip file, put a \ and then enter the zip file name (this is the one you may have shortened). See example below. Click OK. If an error occurred try adding .txt to the end of your file name



25. Once the download is completed, a box should appear “Data was imported successfully”. Click OK



26. Click on TracTape to review downloaded file. This file can be manipulated to the users need.