



FRA Web User Guide
Grade Crossing Inventory System
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Revision Summary

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Table of Contents

Revision Summary.....	3
Table of Contents.....	4
Table of Figures.....	5
Section 1. Before You Begin.....	9
GCIS v2.0 Is a Role-Based System	9
GCIS Employs Several Navigation Options.....	9
Top Navigation Tabs.....	9
Hyperlinks	9
Breadcrumbs.....	10
Page Numbers.....	11
GCIS Web Session Management.....	12
GCIS Home Page.....	12
Site Header.....	13
Site Footer.....	14
Quick Links	14
Pending Crossing Records Tab	15
Multiple Forms Filed: Action(s) Needed Tab	16
Section 2. GCIS Pages.....	17
Online Grade Crossing Inventory Form	17
Understanding the Online Grade Crossing Inventory Form (Full Inventory Record)	17
Understanding the Online Grade Crossing Inventory Form (Railroad Data Only)	22
View an Existing Crossing Inventory Record.....	23
Update an Existing Crossing Inventory Record.....	26
Add a New Crossing Inventory Record	32
File Upload	34
Workflow.....	35
FRA Approved Excel File Template	36
Upload and Submit Using the FRA Approved Excel File Template.....	39
Download the Error Report	41
Download the Crossing Report	42
File Download	43

User Management	46
Understanding the Manage GCIS Users Page	46
Delegations	54
Reports	57
Understanding the Reports Page	57
Agency Report	60
Overdue Summary Report	61
Days Overdue Report	62
GCIS Help	62
FAQs	63
Reference Documents	64
Release Notes	65
Contact FRA	65
Section 3. User Account Registration	66
New Account	66
Multiple Accounts	68
Reset Password	69
Changing Temporary Password	70

Table of Figures

Figure 1. GCIS v2.0 Top Navigation Tabs	9
Figure 2. GCIS v2.0 Links	10
Figure 3. Update an Existing Crossing Page	10
Figure 4. Breadcrumb Navigation Trail	11
Figure 5. Advance Using Page Numbers	11
Figure 6. Advance Using Page Arrows	12
Figure 7. Session Timeout Notification Window	12
Figure 8. GCIS v2.0 Home Page	13
Figure 9. GCIS v2.0 Site Header	14
Figure 10. Site Footer	14
Figure 11. Home Page Quick Links	15
Figure 12. Pending Crossing Records Tab	15
Figure 13. Cancelling a Pending Record	16

Figure 14. Multiple Forms Filed: Action(s) Needed Tab	17
Figure 15. Features of the Online Grade Crossing Inventory Form (Full Inventory Record) - Part 1 of 2	18
Figure 16. Features of the Online Grade Crossing Inventory Form (Full Inventory Record) – Part 2 of 2	19
Figure 17. Header Information	19
Figure 18. Part 1: Location and Classification Information.....	20
Figure 19. Part II: Railroad Information	21
Figure 20. Part III: Highway or Pathway Traffic Control Device Information	21
Figure 21. Part IV: Physical Characteristics.....	22
Figure 22. Part V: Public Highway Characteristics	22
Figure 23. Online Grade Crossing Inventory Form (Railroad Data Only).....	23
Figure 24. View an Existing Crossing Inventory Record Page.....	24
Figure 25. View an Existing Crossing Inventory Record.....	25
Figure 26. Online Grade Crossing Inventory Form (Railroad Data Only) in View Mode	26
Figure 27. Update an Existing Crossing Inventory Record Page	27
Figure 28. Online Grade Crossing Inventory Form (Full Inventory Record) in Update Mode	29
Figure 29. Message Indicating the Record Failed Validation.....	30
Figure 30. Panel Displaying Validation Errors.....	30
Figure 31. Submission Successful Confirmation Message	31
Figure 32. Open or Save the PDF Crossing Record	31
Figure 33. Add a New Crossing Inventory Record Page (Railroad Users).....	32
Figure 34. Add a New Crossing Inventory Record Page Not Visible for State Users	33
Figure 35. File Upload Workflow Process	35
Figure 36. Upload Multiple Crossing Records Page (Railroad Users)	36
Figure 37. Upload Multiple Crossing Records Page (State Users)	36
Figure 38. Download the FRA Approved Excel Template	37
Figure 39. State Field Failed Validation Requirement	38
Figure 40. Choosing a File to Upload and Submit.....	39
Figure 41. File Uploaded Successfully Confirmation Message	40
Figure 42. Sample File Upload Successful Email Notification	41
Figure 43. IE Browser User Prompting to Download the File	42
Figure 44: Accessing the Downloads Page.....	43
Figure 45: Confirmation Message.....	44

Figure 46: Download Request Pending Table.....	44
Figure 47: File is Ready for Download	45
Figure 48: IE Browser User Prompting to Download the File.....	45
Figure 49. User Management Home Page (View for Primary Users)	46
Figure 50. User Management Home Page (View for Secondary Users).....	47
Figure 51. Manage My Profile Section.....	47
Figure 52. Manage My Users Section	48
Figure 53. Selected Row in Edit Mode.....	48
Figure 54. Secondary User Profile Information Update Successful Message.....	49
Figure 55. Pending/Active/Inactive Secondary Users Tab.....	50
Figure 56. Pending Secondary Users Table.....	51
Figure 57. Confirmation Message for Approved Secondary Users.....	52
Figure 58. Active Secondary Users Table.....	53
Figure 59. Inactive Secondary Users Table	54
Figure 60. Delegations Table.....	55
Figure 61. Changing to a Different Agency	55
Figure 62. Update Crossings Page on Behalf of the Delegating Agency.....	56
Figure 63. Online Grade Crossing Inventory Form Updating a Delegated Crossing.....	57
Figure 64. Reports Page	58
Figure 65. Report Paging.....	59
Figure 66. Export and Save a Copy of the Report.....	59
Figure 67. Prompt to Save the File (IE Browser Users).....	60
Figure 68. Agency Report Generated	61
Figure 69. Overdue Summary Report	61
Figure 70: Days Overdue Report.....	62
Figure 71. GCIS Help Page.....	63
Figure 72. FAQs Section	64
Figure 73. Reference Documents Section.....	64
Figure 74: Release Notes Section.....	65
Figure 75. Contact FRA Section.....	66
Figure 76. Register Link on Sign In Page	67
Figure 77. User Account Registration Page Filled Out.....	68
Figure 78. Registration Successfully Submitted.....	68
Figure 80. Security Answer on Reset Password Page	70

Figure 82. User Account Confirmation Page.....	71
Figure 83. Temporary Password Successfully Updated Message.....	72

Section 1. Before You Begin

All examples and screenshots provided in this document are notional and not intended to represent any specific user or business relationship.

GCIS v2.0 Is a Role-Based System

As a GCIS user, you are assigned one of two roles: Primary User or Secondary User. Your system access – what you can/cannot do in GCIS – is determined by your role. For example, users with the role of Primary User can (in addition to submitting crossing information) (1) approve Secondary User account requests (within their agency); (2) reset a Secondary User password; and (3) update a Secondary User’s profile information; whereas users with the role of Secondary User can only (1) view or update an existing crossing, submit new crossing information, and (2) submit crossing records using a file upload mechanism.

GCIS Employs Several Navigation Options

Top Navigation Tabs

Each page in GCIS v2.0 has seven navigation tabs on the top of the page: **Home, View Crossings, Update Crossings, Add New Crossing, File Upload, User Management, Reports, and Help** (Figure 1). Click these tabs to move to different system pages or to access available reference documents.

Note: The **File Upload** and **User Management** tabs, when moused over, display additional sub-menu options.

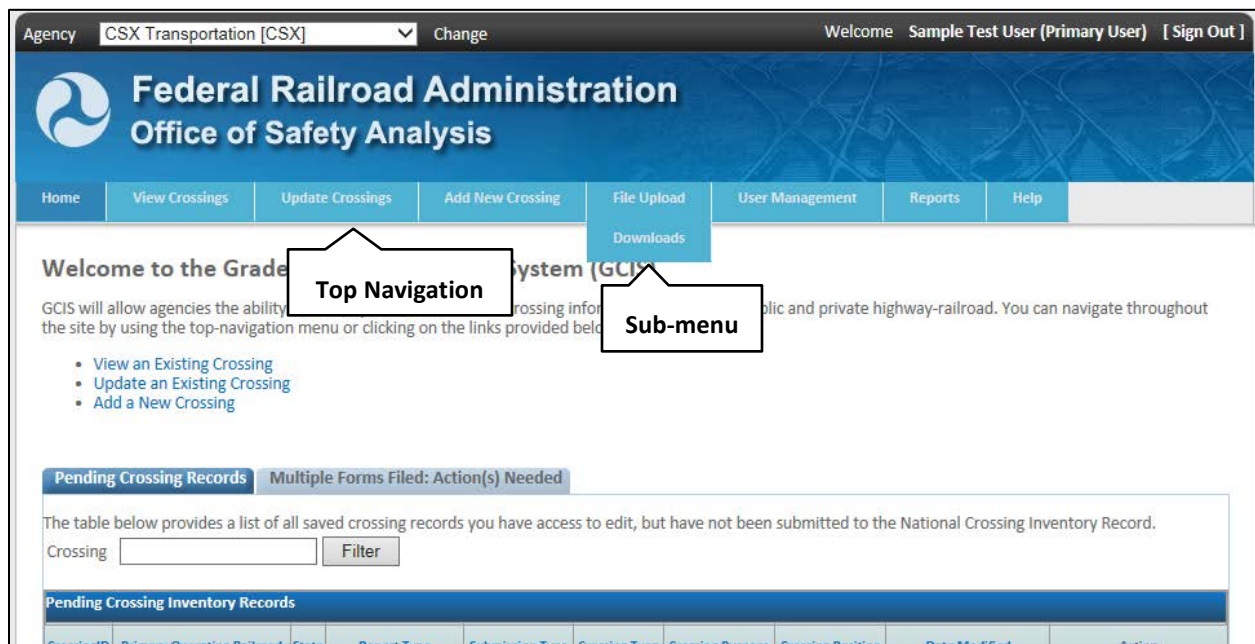


Figure 1. GCIS v2.0 Top Navigation Tabs

Hyperlinks

Federal Railroad Administration Highway-Rail Crossing Division

Links in GCIS v2.0 are blue in color and, when clicked, open the item named in the link. For example, in the figure shown below, you can see that all links on the home page are displayed in blue, indicating that these are hyperlinks.

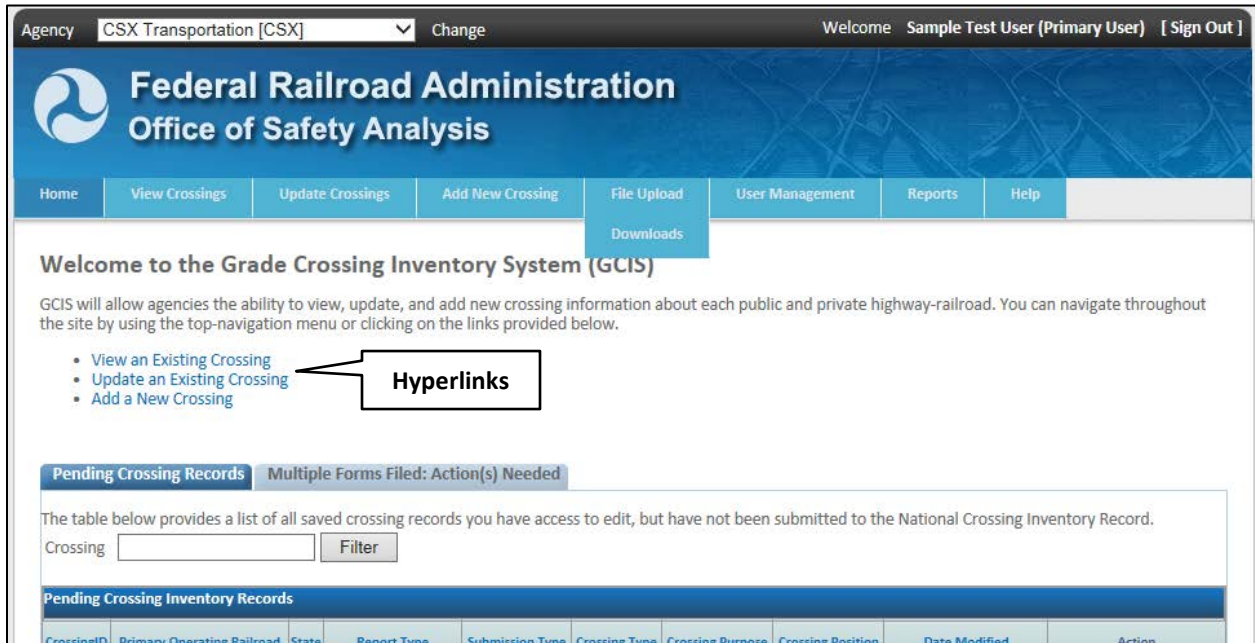


Figure 2. GCIS v2.0 Links

Clicking a hyperlink, in this example, opens the **Update an Existing Crossing Inventory Record** page (Figure 3).

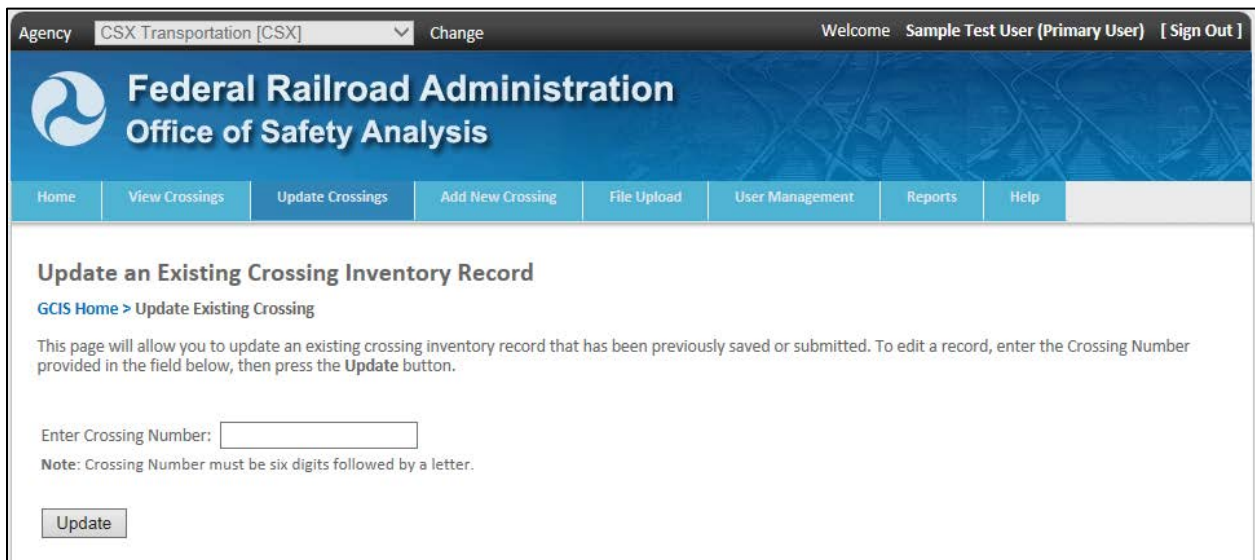


Figure 3. Update an Existing Crossing Page

Breadcrumbs

The breadcrumb trail is a navigation aid allowing you to keep track of your locations within the

Federal Railroad Administration Highway-Rail Crossing Division

application. It is displayed below the page title header text and provides links back to each previous page, separated by a greater-than sign (>).

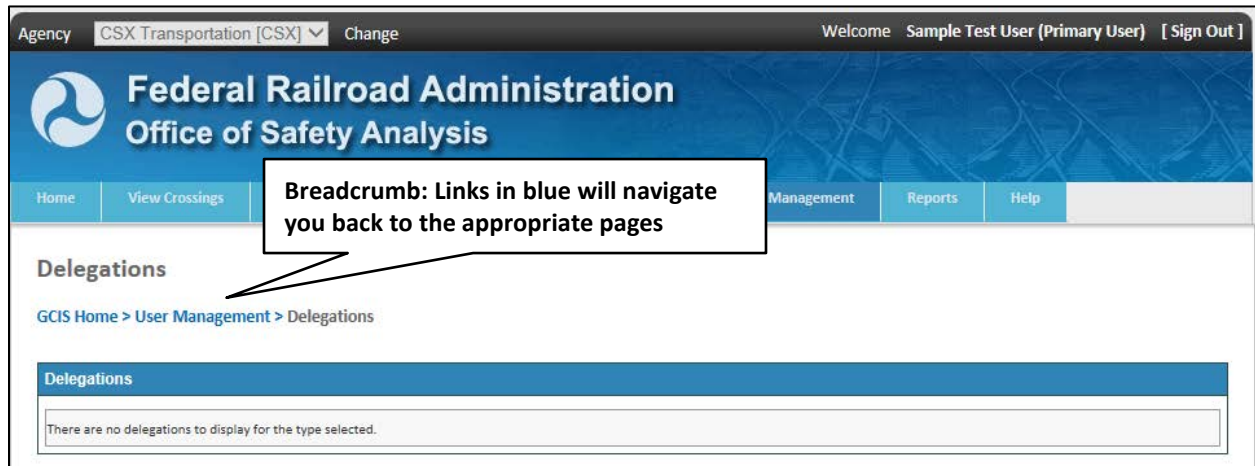


Figure 4. Breadcrumb Navigation Trail

Page Numbers

If you look at the bottom of any table in GCIS v2.0, you will see a page number, as well as a first page (|<), previous page (<), next page (>), and last page arrow (>|). Click on the down arrow located to the right of the page number to skip to a particular page number in a given table (Figure 5) OR click the arrows to the left and right of the page number to skip to the first, previous, next, or last page (Figure 6).

The screenshot shows a table titled "Pending Crossing Inventory Records". The table has columns: CrossingID, Primary Operating Railroad, State, Report Type, Submission Type, Crossing Type, Crossing Purpose, Crossing Position, Date Modified, and Action. A callout box points to the page navigation controls at the bottom of the table, which include: << 1 >> and a dropdown arrow. The page number "1" is highlighted. The text in the callout box says: "Click on the down arrow to advance to that page".

CrossingID	Primary Operating Railroad	State	Report Type	Submission Type	Crossing Type	Crossing Purpose	Crossing Position	Date Modified	Action
006157B	BNSF		Full Inventory Record	File Upload				11/13/2015 5:54:08 PM	Edit Cancel
022504L	BNSF	OK	Full Inventory Record	Online Form	Public	Highway	At Grade	11/9/2015 8:25:17 AM	Edit Cancel
062857H	BNSF	MN	Full Inventory Record	Online Form	Public	Highway	At Grade	4/18/2015 10:40:23 AM	Edit Cancel
091009K	BNSF	WY	Full Inventory Record	Online Form	Public	Highway	At Grade	11/9/2015 2:34:16 PM	Edit Cancel
676202R	BNSF	MO	Full Inventory Record	Online Form		Pathway, Ped.	At Grade	7/17/2015 12:20:18 PM	Edit Cancel
753713M	BNSF	LA	Full Inventory Record	Online Form	Public	Highway	At Grade	4/18/2015 10:40:23 AM	Edit Cancel
753714U	BNSF	LA	Full Inventory Record	Online Form	Public	Highway	At Grade	4/18/2015 10:40:23 AM	Edit Cancel
763044G	BNSF	LA	Full Inventory Record	Online Form	Public	Highway	At Grade	11/13/2015 5:39:19 PM	Edit Cancel
763060R	BNSF	LA	Full Inventory Record	Online Form	Public	Highway	At Grade	4/18/2015 10:40:23 AM	Edit Cancel
767474F	BNSF	LA	Full Inventory Record	Online Form	Public	Highway	At Grade	4/18/2015 10:40:23 AM	Edit Cancel

Figure 5. Advance Using Page Numbers

Federal Railroad Administration Highway-Rail Crossing Division

753714U	BNSF	LA	Full Inventory Record	Online Form	Public	Highway	At Grade	4/18/2015 10:40:23 AM	Edit	Cancel
763044G	BNSF	LA	Full Inventory Record	Online Form	Private	Highway	At Grade	11/13/2015 5:39:19 PM	Edit	Cancel
763060R	BNSF	LA	Full Inventory Record	Online Form	Public	Highway	At Grade	4/18/2015 10:40:23 AM	Edit	Cancel
767474F	BNSF	LA	Full Inventory Record	Online Form	Public	Highway	At Grade	4/18/2015 10:40:23 AM	Edit	Cancel

Navigation: << 1 >> | Page: 1-3 of 3

Figure 6. Advance Using Page Arrows

GCIS Web Session Management

GCIS v2.0 will allow each user's session to remain open for a maximum of 30 minutes. If, at any point in time the session becomes inactive for 30 minutes, the system will inform you that your session has been inactive for 30 mins by displaying a dialog box. You will have the option to extend your session by clicking on the **Extend** button or exit the application by clicking on the **End Session** button (Figure 7).

Figure 7. Session Timeout Notification Window

If a response was not provided within 5 minutes, the system will automatically log you out of GCIS and return you back to the **Sign In** page. Otherwise, if you extended your session, the system will open and maintain your existing session.

GCIS Home Page

The **GCIS Home** page is your landing page upon system login. This page serves as your personal dashboard. Use it to navigate to different pages, view pending crossing records that have been saved by you or the users registered within your agency, and update multiple forms and filed records (Figure 8).

Federal Railroad Administration Highway-Rail Crossing Division

Agency **CSX Transportation [CSX]** [Change](#) Welcome **Sample Test User (Primary User)** [\[Sign Out \]](#)

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Home | [View Crossings](#) | [Update Crossings](#) | [Add New Crossing](#) | [File Upload](#) | [User Management](#) | [Reports](#) | [Help](#)

Welcome to the Grade Crossing Inventory System (GCIS)

GCIS will allow agencies the ability to view, update, and add new crossing information about each public and private highway-railroad. You can navigate throughout the site by using the top-navigation menu or clicking on the links provided below.

- [View an Existing Crossing](#)
- [Update an Existing Crossing](#)
- [Add a New Crossing](#)

Pending Crossing Records Multiple Forms Filed: Action(s) Needed

The table below provides a list of all saved crossing records you have access to edit, but have not been submitted to the National Crossing Inventory Record.

Crossing

Pending Crossing Inventory Records										
CrossingID	Primary Operating Railroad	State	Report Type	Submission Type	Crossing Type	Crossing Purpose	Crossing Position	Date Modified	Action	
226792Y	CSX	WV	Full Inventory Record	Online Form	Private	Highway	At Grade	12/11/2015 10:23:06 AM	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>
227213R	CSX	KY	Full Inventory Record	Online Form	Public	Highway	At Grade	1/6/2016 9:13:41 AM	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>
227837G	CSX	KY	Full Inventory Record	Online Form	Public	Highway	At Grade	1/6/2016 10:22:20 AM	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>
340334V	CSX	GA	Full Inventory Record	Online Form	Private	Highway	At Grade	12/28/2015 10:18:42 AM	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>
501905J	CSX	MA	Full Inventory Record	Online Form	Public	Highway	At Grade	9/24/2015 3:33:19 PM	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>
621451T	CSX	FL	Full Inventory Record	Online Form	Public	Highway	RR Under	12/15/2015 10:37:20 AM	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>
627930T	CSX	FL	Full Inventory Record	Online Form	Private	Highway	At Grade	10/21/2015 2:52:00 PM	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>
630968T	CSX	NC	Full Inventory Record	Online Form	Public	Highway	At Grade	11/10/2015 2:22:24 PM	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>
630969A	CSX	NC	Full Inventory Record	Online Form	Public	Highway	At Grade	11/10/2015 2:24:26 PM	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>
631101D	CSX	FL	Full Inventory Record	Online Form	Public	Highway	At Grade	1/6/2016 1:56:58 PM	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>

Page: 1-3 of 3

[View Privacy Policy](#) | [Contact Us](#)

Figure 8. GCIS v2.0 Home Page

Site Header

The site header area will display the current logged in user's name, role, a sign out link, the name of the agency the user is registered with, and a link to switch to another agency for which you have been delegated to report on the behalf of other agencies (Figure 9). This information will always be displayed (as long as your session remains open, which is set to 30 minutes).

Note: The **Agency** drop-down list will be disabled if you were only assigned to report on a single agency. Otherwise, it will be enabled and a list of agencies will be available for selection. Once selected, the **Change** link must be clicked to switch to the selected agency and you must be on the home page to perform this action. Switching to report on behalf of another agency

Federal Railroad Administration Highway-Rail Crossing Division

will be discussed further under the Delegations section.

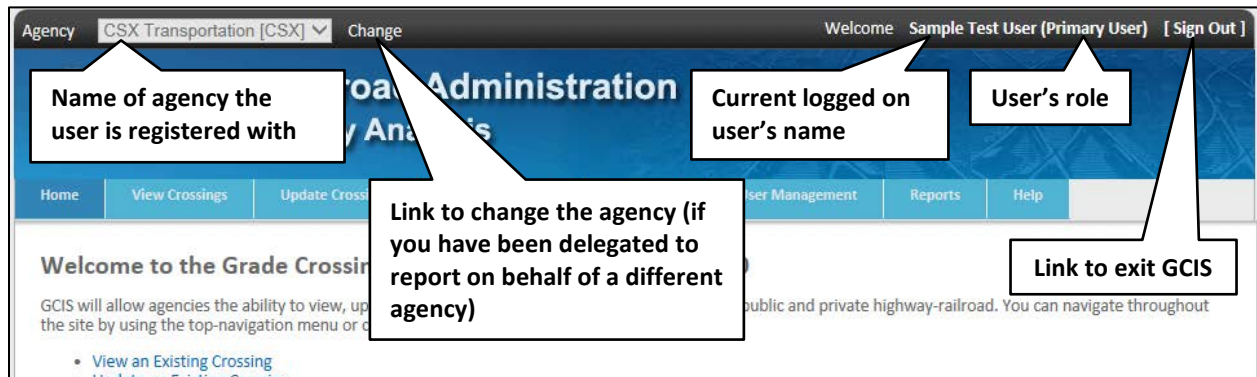


Figure 9. GCIS v2.0 Site Header

Site Footer

The black row located at the bottom of each page will display links to view the **Privacy Policy** and **Contact Us** page. The Privacy Policy, upon click, will display details regarding privacy information in a popup dialog box. To close the box, click on the **X** located in the upper-right corner. The Contact Us link, upon click, will redirect you to the [GCIS Help](#) > [Contact FRA](#) page containing information on how to contact FRA for questions or support.

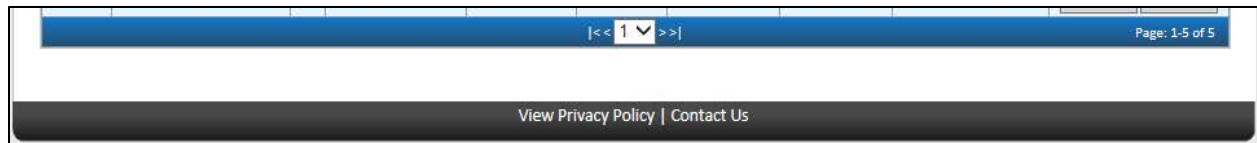


Figure 10. Site Footer

Quick Links

GCIS v2.0 provides you the ability to quickly navigate to the view, add, and update crossing pages by utilizing the links available on the home page (Figure 11). The **View an Existing Crossing** link (also the **View Crossings** tab) will redirect the you to the **View an Existing Crossing Inventory Record** page. The **Update an Existing Crossing** link (also the **Update Crossings** tab) will redirect the you to the **Update an Existing Crossing Inventory Record** page. The **Add a New Crossing** link (also the **Add New Crossing** tab) will display the **Add a New Crossing Inventory Record** page.

Federal Railroad Administration Highway-Rail Crossing Division



Figure 11. Home Page Quick Links

Pending Crossing Records Tab

This table provides a list of all crossing record(s) that were saved, but have not been submitted to the National Crossing Inventory, allowing you to quickly access these records for updating (Figure 12). The table will display 10 records at a time and you can page through the table using the page numbers located below the table.

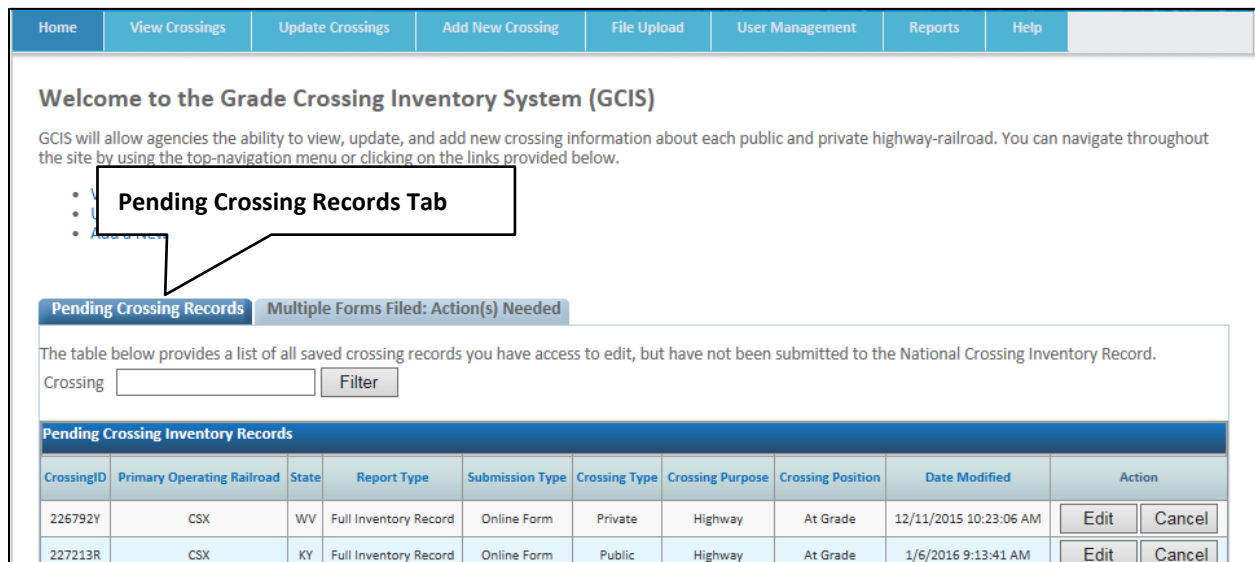


Figure 12. Pending Crossing Records Tab

This table will also allow you to search and filter the list to return a specific crossing by entering the Crossing Number into the **Crossing** field, and then pressing the **Filter** button.

To update a record in this list, press the **Edit** button. Performing this action will redirect you to the online crossing inventory form in update mode. You can also remove a record that you no longer wish to keep a saved copy of. To cancel a record and remove it from the list, press the **Cancel** button. The system will display a message confirming the cancellation. Press the **Yes** button to **cancel** the button or **No** to exit and keep the record (Figure 13).

Federal Railroad Administration Highway-Rail Crossing Division

The screenshot shows the user interface of the Grade Crossing Inventory System (GCIS). At the top, the agency is identified as CSX Transportation [CSX]. The user is logged in as Sample Test User (Primary User). The main navigation menu includes Home, View Crossings, Update Crossings, Add New Crossing, File Upload, User Management, Reports, and Help. The page title is "Welcome to the Grade Crossing Inventory System (GCIS)". Below the title, there is a brief description of the system and a list of actions: View an Existing Crossing, Update an Existing Crossing, and Add a New Crossing. A tab labeled "Multiple Forms Filed: Action(s) Needed" is active. Below this tab, there is a table of pending crossing records. A confirmation dialog box is overlaid on the table, asking "Are you sure you want to cancel this pending crossing record for Crossing Number '340334V'? This action cannot be undone." The dialog has "Yes" and "No" buttons. The table below the dialog has columns for CrossingID, Primary Operating Railroad, State, and Action. The table contains two rows of data.

CrossingID	Primary Operating Railroad	State	Action
226792Y	CSX	WV	Edit Cancel
227213R	CSX	KY	Edit Cancel

Figure 13. Cancelling a Pending Record

Multiple Forms Filed: Action(s) Needed Tab

This table provides a list of crossing records where the Primary Operating Railroad has selected your agency to submit your unique Railroad data (Figure 14).

1. To update a record from this list, press the **Edit** button located under the **Action** column.
2. The system will display the [Understanding the Online Grade Crossing Inventory Form \(Railroad Data Only\)](#). Complete the form as documented.

Note: Once you have started to edit the record and decide to save the record rather than submit it, it will move from the **Multiple Forms Filed: Action(s) Needed** tab to the **Pending Crossing Records** table.

Federal Railroad Administration Highway-Rail Crossing Division

The screenshot shows the GCIS web application interface. At the top is a navigation menu with links: Home, View Crossings, Update Crossings, Add New Crossing, File Upload, User Management, Reports, and Help. Below the menu is a header section titled 'Welcome to the Grade Crossing Inventory System (GCIS)'. A message states: 'GCIS will allow agencies the ability to view, update, and add new crossing information about each public and private highway-railroad. You can navigate throughout the site by using the top-navigation menu or clicking on the links provided below.' Below this are three links: 'View an Existing Crossing', 'Update an Existing Crossing', and 'Add a New Crossing'. A callout box points to a tab labeled 'Multiple Forms Filed: Action(s) Needed'. Below the callout is a section titled 'Pending Crossing Records' with a sub-tab 'Multiple Forms Filed: Action(s) Needed'. A text box says: 'The table below provides a list of all saved crossing records you have access to edit, but have not been submitted to the National Crossing Inventory Record.' Below this is a search box labeled 'Crossing' and a 'Filter' button. The main content is a table titled 'Pending Crossing Inventory Records' with the following data:

CrossingID	Primary Operating Railroad	State	Report Type	Submission Type	Crossing Type	Crossing Purpose	Crossing Position	Date Modified	Action
226792Y	CSX	WV	Full Inventory Record	Online Form	Private	Highway	At Grade	12/11/2015 10:23:06 AM	Edit Cancel
227213R	CSX	KY	Full Inventory Record	Online Form	Public	Highway	At Grade	1/6/2016 9:13:41 AM	Edit Cancel

Figure 14. Multiple Forms Filed: Action(s) Needed Tab


Section 2. GCIS Pages

Online Grade Crossing Inventory Form

The **Online Grade Crossing Inventory Form** is an online web version of the U.S. DOT Crossing Inventory Form (FRA F 6180.71), containing the Header and all five Parts of the form. You will be able to save and submit your crossing record using the online web form, along with saving a PDF copy of the record to store locally on your computer and print for record keeping purposes. It contains several features and functionalities that will be further explained in subsequent sections.

Understanding the Online Grade Crossing Inventory Form (Full Inventory Record)

This section provides a description on how to read, navigate, and understand the online web form. The form contains many different types of web controls, providing an ease of use. The online web form features the following web controls (Figure 15 and 16):

- **Calendar:** a calendar icon , upon clicking, will display a calendar in a popup that allows you to navigate to a specific month or year quickly, and selecting a date, which will then display in the proper format into the text field provided
- **Radio button:** a small circle that has given text displayed next to it, typically to its right, allows you to select only one value
- **Checkbox:** allows you to toggle an option on or off and select multiple values within its group
- **Drop-down list:** usually displayed with a down arrow, allows you to select a single item from a predefined list of options
- **Open Text Field:** allows you to enter any text value

Note: Some text fields will limit you to entering only numeric values, alpha characters,

Federal Railroad Administration Highway-Rail Crossing Division

or a specific number of characters

Certain field controls are disabled to prevent you from completing that information, whether it is not required by your agency or it is not required due to a selection made from another field within the form. Disabled fields are controls that have been greyed out.

The figure below depicts the many features of the Online Grade Crossing Inventory Form.

The screenshot shows the 'Administration Analysis' section of the Online Grade Crossing Inventory Form. The interface includes a top navigation bar with 'Home', 'Crossings', 'Update Crossings', 'Add New Crossing', 'File Upload', and 'User Management'. A 'Save a PDF Copy' button is visible. The form is titled 'Part I: Location and Classification' and contains several sections:

- Header:** Agency (CSX Transportation [CSX]), Welcome Sample Test User (Primary User), [Sign Out], DOT Crossing Inventory Number (620900C).
- Reporting Instructions:** A text box providing instructions for reporting different types of crossings.
- Form Fields:**
 - A. Revision Date: 02/08/2016 (with a calendar icon).
 - B. Reporting Agency: Radio buttons for Railroad (selected), State, Transit, FRA Internal.
 - C. Reason for Update: Change in Data (dropdown).
 - D. DOT Crossing Inventory Number: 620900C (disabled field).
 - 1. Primary Operating Railroad: CSX Transportation [CSX] (dropdown).
 - 2. State: FL (dropdown).
 - 3. City/Municipality: JACKSONVILLE (dropdown).
 - 4. City/Municipality: Radio buttons for In (selected), Near.
 - 5. Street/Road Name & Block Number: I-295 NORTHBOUND (text field).
 - 6. Highway Type & No: I-295 (text field).
 - 7. Do Other Railroads Operate a Separate Track at Crossing? Radio buttons for Yes, No (No selected).
 - 8. Do Other Railroads Operate Over Your Track at Crossing? Radio buttons for Yes, No (Yes selected).
 - 9. Railroad Division or Region: JACKSONVILLE (text field).
 - 10. Railroad Subdivision or District: SANFORD (text field).
 - 11. Branch or Line Name: (text field).
 - 12. RR Milepost: 0655.27 (text field).
 - 13. Line Section: (text field).
 - 14. Location: (text field).
 - 15. Parent RR (if applicable): (dropdown).
 - 16. Crossing Owner (if applicable): (dropdown).
 - 17. Crossing Type: Radio buttons for Public (selected), Private.
 - 18. Crossing Purpose: Radio buttons for Highway (selected), Pathway, Ped., Station, Ped.
 - 19. Crossing Position: Radio buttons for At Grade (selected), RR Underpass, Overpass.
 - 20. Public Access (if Private Crossing): Radio buttons for Yes, No.
 - 21. Type of Train (Check all that apply): Checkboxes for Freight (checked), Intercity Passenger, Commuter, Transit, Shared Use Transit, Tourist/Other.
 - 22. Average Passenger Train Count Per Day: Number per day (text field with value 6).

Figure 15. Features of the Online Grade Crossing Inventory Form (Full Inventory Record) - Part 1 of 2

Federal Railroad Administration Highway-Rail Crossing Division

Part II: Railroad Information				
1. Estimated Number of Daily Train Movements				
1.A. Total Day Thru Trains (6 AM to 6 PM) 0	1.B. Total Night Thru Trains (6 PM to 6 AM) 0	1.C. Total Switching Trains 2	1.D. Total Transit Trains 0	1.E. Check if Less Than One Movement Per Day How many trains per week? 0
2. Year of Train Count Data (YYYY) 0000		3. Speed of Train at Crossing 3.A. Maximum Timetable Speed (mph) 25 3.B. Typical Speed Range Over Crossing (mph) From 20 to 25		
4. Type and Count of Tracks Main 1 Siding 0 Yard 0 Transit 0 Industry 0				
5. Train Detection (Main Track Only) <input type="checkbox"/> Constant Warning Time <input checked="" type="checkbox"/> Motion Detection <input type="checkbox"/> AFO <input type="checkbox"/> PTC <input type="checkbox"/> DC <input type="checkbox"/> Other <input type="checkbox"/> None				
6. Is Track Signaled? <input checked="" type="radio"/> Yes <input type="radio"/> No		7.A. Event Recorder <input type="radio"/> Yes <input type="radio"/> No		7.B. Remote Health Monitoring <input type="radio"/> Yes <input type="radio"/> No

Figure 19. Part II: Railroad Information

Part III: Highway or Pathway Traffic Control Device Information

This section allows you to add and update data pertaining to the traffic control and warning devices present at the crossing.

Part III: Highway or Pathway Traffic Control Device Information					
1. Are there Signs or Signals? <input checked="" type="radio"/> Yes <input type="radio"/> No					
2. Type of Passive Traffic Control Devices associated with the Crossing					
2.A. Crossbuck Assemblies (count) 2	2.B. STOP Signs (R1-1) (count) 0	2.C. YIELD Signs (R1-2) (count) 0	2.D. Advance Warning Signs (Check all that apply; include count) <input checked="" type="checkbox"/> W10-1 <input type="checkbox"/> W10-3 <input type="checkbox"/> W10-11 <input type="checkbox"/> None <input type="checkbox"/> W10-2 <input type="checkbox"/> W10-4 <input type="checkbox"/> W10-12		
2.E. Low Ground Clearance Sign (W10-5) <input type="radio"/> Yes <input type="radio"/> No Count 0	2.F. Pavement Markings <input checked="" type="checkbox"/> Stop Lines <input checked="" type="checkbox"/> RR Xing Symbols <input type="checkbox"/> Dynamic Envelope <input type="checkbox"/> None	2.G. Channelization Devices/Medians None	2.H. EXEMPT Sign (R15-3) <input type="radio"/> Yes <input type="radio"/> No	2.I. ENS Sign Displayed (I-13) <input checked="" type="radio"/> Yes <input type="radio"/> No	
2.J. Other MUTCD Signs <input type="radio"/> Yes <input checked="" type="radio"/> No Specify Type <input type="text" value="Select One....."/> Count <input type="text"/> Specify Type <input type="text" value="Select One....."/> Count <input type="text"/> Specify Type <input type="text" value="Select One....."/> Count <input type="text"/>			2.K. Private Crossing Signs (if Private) <input type="radio"/> Yes <input type="radio"/> No 2.L. LED Enhanced Signs <input type="text"/>		
3. Types of Train Activated Warning Devices at the Grade Crossing (specify count of each device for all that apply)					
3.A. Gate Arms (Count) Roadway 2 Pedestrian 0	3.B. Gate Configuration <input type="radio"/> 2 Quad <input type="radio"/> 3 Quad <input type="radio"/> 4 Quad <input type="checkbox"/> Full (Barrier) Resistance <input type="checkbox"/> Median Gates	3.C. Cantilevered (or Bridged) Flashing Light Structures (Count) Over Traffic Lane 1 Not Over Traffic Lane 0 <input type="checkbox"/> Incandescent <input type="checkbox"/> LED	3.D. Mast Mounted Flashing Lights (count of masts) (Count of masts) 3 <input type="checkbox"/> Incandescent <input type="checkbox"/> LED <input type="checkbox"/> Back Lights Included <input type="checkbox"/> Side Lights Included		
3.E. Total Count of Flashing Light Pairs 9	3.F. Installation Date of Current Active Warning Devices: (MM/YYYY) 00/00 <input type="checkbox"/> Not Required	3.G. Wayside Horn <input type="radio"/> Yes <input type="radio"/> No Installed on (MM/YYYY) 00/00	3.H. Highway Traffic Signals Controlling Crossing <input type="radio"/> Yes <input checked="" type="radio"/> No	3.I. Bells (count) 2	
3.J. Non-Train Active Warning <input type="radio"/> Flagging/Flagman <input type="radio"/> Manually Operated Signals <input type="radio"/> Watchman <input type="radio"/> Floodlighting <input type="radio"/> None			3.K. Other Flashing Lights or Warning Devices Count 0 Specify type <input type="text"/>		
4.A. Does Nearby Hwy Intersection have Traffic Signals? <input checked="" type="radio"/> Yes <input type="radio"/> No	4.B. Hwy Traffic Signal Interconnection <input type="checkbox"/> Not Interconnected <input checked="" type="checkbox"/> For Traffic Signals <input type="checkbox"/> For Warning Signals	4.C. Highway Traffic Signal Preemption <input checked="" type="radio"/> Simultaneous <input type="radio"/> Advance	5. Highway Traffic Pre-Signals <input type="radio"/> Yes <input type="radio"/> No Storage Distance * <input type="text"/> Stop Line Distance * <input type="text"/>	6. Highway Monitoring Devices (Check all that apply) <input type="checkbox"/> Yes-Photo/Video Recording <input type="checkbox"/> Yes-Vehicle Presence Detection <input type="checkbox"/> None	

Figure 20. Part III: Highway or Pathway Traffic Control Device Information

Federal Railroad Administration Highway-Rail Crossing Division

Part IV: Physical Characteristics

This section allows you to add and update the physical characteristics of the crossings, such as the crossing surface, number of traffic lanes, etc.

Part IV: Physical Characteristics			
1. Traffic Lanes Crossing Railroad Number of Lanes <input type="text" value="2"/>	<input type="radio"/> One-way Traffic <input type="radio"/> Two-way Traffic <input type="radio"/> Divided Traffic	2. Is Roadway/Pathway Paved? <input checked="" type="radio"/> Yes <input type="radio"/> No	3. Does Track Run Down a Street? <input type="radio"/> Yes <input checked="" type="radio"/> No
4. Is Crossing Illuminated? <i>(Street lights within approx. 50 feet from nearest rail)</i> <input type="radio"/> Yes <input type="radio"/> No		5. Crossing Surface <i>(on Main Track, multiple types allowed)</i> Installation Date <i>*(MM/YYYY)</i> <input type="text"/> Width <i>*</i> <input type="text"/> Length <i>*</i> <input type="text"/> <input type="checkbox"/> 1. Timber <input type="checkbox"/> 2. Asphalt <input type="checkbox"/> 3. Asphalt and Timber <input type="checkbox"/> 4. Concrete <input type="checkbox"/> 5. Concrete and Rubber <input checked="" type="checkbox"/> 6. Rubber <input type="checkbox"/> 7. Metal <input type="checkbox"/> 8. Unconsolidated <input type="checkbox"/> 9. Composite <input type="checkbox"/> 10. Other <i>(specify)</i> <input type="text"/>	
6. Intersecting Roadway within 500 feet? If Yes, Approximate Distance <i>(feet)</i> <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text" value="75"/>	7. Smallest Crossing Angle <input type="radio"/> 0°-29° <input type="radio"/> 30°-59° <input checked="" type="radio"/> 60°-90°		8. Is Commercial Power Available? <i>*</i> <input type="radio"/> Yes <input type="radio"/> No

Figure 21. Part IV: Physical Characteristics

Part V: Public Highway Information

This section allows you to add and update data pertaining to the public highway(s) at the crossing, such as traffic counts, number of school buses over the crossing per day, etc.

Part V: Public Highway Information			
1. Highway System (03) Federal Aid, Not NHS <input type="text"/>	2. Functional Classification of Road at Crossing <input checked="" type="radio"/> (0) Rural <input type="radio"/> (1) Urban <input type="text" value="(4) Minor Arterial"/>	3. Is Crossing on State Highway System? <input checked="" type="radio"/> Yes <input type="radio"/> No	4. Highway Speed Limit <input type="text" value="35"/> MPH <input checked="" type="radio"/> Posted <input type="radio"/> Statutory
5. Linear Referencing System (LRS Route ID) <i>*</i> <input type="text"/>		6. LRS Milepost <i>*</i> <input type="text"/>	
7. Annual Average Daily Traffic (AADT) Year <input type="text" value="2008"/> AADT <input type="text" value="017261"/>	8. Estimated Percent Trucks <input type="text" value="12"/> %	9. Regularly Used by School Buses? <input checked="" type="radio"/> Yes <input type="radio"/> No Average Number per Day <input type="text" value="73"/>	10. Emergency Services Route <input type="radio"/> Yes <input type="radio"/> No
Public reporting burden for this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. According to the Paperwork Reduction Act of 1995, a federal agency may not conduct or sponsor, and a person is not required to, nor shall a person be subject to a penalty for failure to comply with, a collection of information unless it displays a currently valid OMB control number. The valid OMB control number for this information collection is 2130-0017. Send comments regarding this burden estimate or any other aspect of this collection, including suggestions for reducing this burden to: Information Collection Officer, Federal Railroad Administration, 1200 New Jersey Ave., SE, MS-25 Washington, D.C. 20590.			

Figure 22. Part V: Public Highway Characteristics

Understanding the Online Grade Crossing Inventory Form (Railroad Data Only)

The **Online Grade Crossing Inventory Form** also displays a shorter version of the Full Inventory Record form. This allows you to submit only the Railroad information if the Primary Operating Railroad of that crossing has listed you as a Railroad agency that operates a separate track at crossing. In this case, you are required to submit the Railroad information using a shorter version of the online web form, which contains a subset of fields from Part I and Part II. This form can be accessible using the **Multiple Forms Filed: Action(s) Needed** tab located on the home page or the **Update Crossings** tab in the top navigation. Figure 23 below depicts the Railroad Data Only form.

Federal Railroad Administration Highway-Rail Crossing Division

The screenshot shows the 'Online Grade Crossing Inventory Form' for 'Railroad Data Only'. The page header includes the agency 'CSX Transportation [CSX]' and a user 'Sample Test User (Primary User)'. The main title is 'Federal Railroad Administration Highway-Rail Crossing Division'. The form is titled 'Online Grade Crossing Inventory Form' and is for 'Crossing ID = 904422S'. The form is divided into several sections: 'Reporting Instructions', 'Part I: Location and Classification Information', and 'Part II: Railroad Information'. The 'Reporting Instructions' section contains text about reporting requirements. The 'Part I' section includes fields for 'Revision Date' (02/08/2016), 'Reporting Agency' (Railroad selected), 'Reason for Update' (Select One), and 'DOT Crossing Inventory Number' (904422S). The 'Part II' section includes fields for 'Estimated Number of Train Movements', 'Total Day (6 AM to 6 PM)', 'Year of Train Count Data (YYYY)', 'Speed of Train at Crossing', and 'Timetable Speed (mph)'. The form also features a 'Save a PDF Copy' button and 'Save' and 'Submit' buttons. Callouts identify various UI elements: 'Link allowing you to save a PDF copy of the crossing record', 'DOT Crossing Inventory Number', 'Reporting Instructions', 'Calendar control', 'Radio button controls', 'Drop-down list control', 'Open text field control', 'Disabled field control', 'Checkbox controls', 'Enabled field control', 'Save button', 'Submit button', and 'Save a PDF copy of the crossing record'.

Figure 23. Online Grade Crossing Inventory Form (Railroad Data Only)

View an Existing Crossing Inventory Record

The **View an Existing Crossing Inventory Record** page provides you with the ability to view a crossing record that was last published to the National Crossing Inventory.

The following section takes you through the process of viewing a published record and saving a PDF copy of that record.

1. Click the **View Crossings** tab in the top navigation (or the **View an Existing Crossing** link on the home page). The following page will display as depicted in Figure 24.

Federal Railroad Administration Highway-Rail Crossing Division

The screenshot shows a web application interface for the Federal Railroad Administration Office of Safety Analysis. At the top, there is a navigation bar with the agency name 'CSX Transportation [CSX]' and a user profile 'Sample Test User (Primary User)'. Below this is a blue header with the organization's logo and name. A horizontal menu contains links for Home, View Crossings, Update Crossings, Add New Crossing, File Upload, User Management, Reports, and Help. The main content area is titled 'View an Existing Crossing Inventory Record' and includes a breadcrumb trail 'GCIS Home > View Existing Crossings'. A paragraph explains that users can view records by entering a crossing number. Below this is a form with a text input field labeled 'Enter Crossing Number:' and a 'View' button. A note specifies that the crossing number must be six digits followed by a letter. At the bottom of the page, there are links for 'View Privacy Policy' and 'Contact Us'.

Figure 24. View an Existing Crossing Inventory Record Page

2. Enter the **Crossing Number**, and then press the **View** button.
Note: If the Crossing Number entered is invalid or does not exist, the system will display an error message indicated in red.
3. If the crossing number entered was found, the system will display a table listing all record(s) available for viewing along with the **Railroad** name, **Record Type**, and an **Action** column (Figure 25).
 - The **Railroad** column will list the **Primary Operating Railroad** of that crossing.
 - The **Record Type** displayed will either be **Full Inventory Record** or **Railroad Data Only**. The **Full Inventory Record** will display the entire Online Grade Crossing Inventory Form including the Header and all five Parts of the form. The **Railroad Data Only** record will display Parts I and II of the inventory form containing a subset of the fields.
 - The **Action** column should display a **View Record** link. Upon clicking, this will display the appropriate Online Grade Crossing Inventory Form.

Federal Railroad Administration Highway-Rail Crossing Division

Agency: CSX Transportation [CSX] Change | Welcome Sample Test User (Primary User) [Sign Out]

Federal Railroad Administration Office of Safety Analysis

Home | View Crossings | Update Crossings | Add New Crossing | File Upload | User Management | Reports | Help

View an Existing Crossing Inventory Record

[GCIS Home](#) > [View Existing Crossings](#)

This page will allow you to view an existing crossing inventory record that has been previously saved or submitted. To view a record, enter the Crossing Number provided in the field below, then press the **View** button.

Enter Crossing Number:

Note: Crossing Number must be six digits followed by a letter.

Railroad	Record Type	Action
Norfolk Southern Railway Company [NS]	Full Inventory Record	View Record
CSX Transportation [CSX]	Railroad Data Only	View Record

[View Privacy Policy](#) | [Contact Us](#)

Figure 25. View an Existing Crossing Inventory Record

4. Click on the **View Record** link. System will display either the [Full Inventory Record](#) or the [Railroad Data Only](#) form.
5. Once the record is loaded, you can perform several actions (Figure 26):
 - a. Save a PDF copy of that record by clicking on the **Save a PDF Copy** located either above or below the form;
 - b. View another crossing record by pressing the **View Another Crossing Inventory Record** located below the form; or
 - c. Exit the form and return to the home page by pressing the **Exit** button located below the form.

Federal Railroad Administration Highway-Rail Crossing Division

Agency: CSX Transportation [CSX] Change | Welcome Sample Test User (Primary User) [Sign Out]

Federal Railroad Administration
Office of Safety Analysis

Home | View Crossings | Update Crossings | Add New Crossing | File Upload | User Management | Reports | Help

Online Grade Crossing Inventory Form
GCIS Home > View Existing Crossings > Grade Crossing Inventory Form

Save a PDF Copy | **Save a PDF copy of the crossing record** | Crossing ID = 724864Y

Instructions for the initial reporting of the following types of new or previously unreported crossings: For public highway-rail grade crossings, complete the entire inventory Form, with the exception of Part I Item 20 and Part III Item 2.K. For private highway-rail grade crossings, complete the Header, Parts I and II, Part III Item 2.K., and the Submission Information section. For public pathway grade crossings (including pedestrian station grade crossings), complete the Header, Parts I and II, and the Submission Information section. For Private pathway grade crossings, complete the Header, Parts I and II, Part III Item 2.K., and the Submission Information section. For grade-separated highway rail or pathway crossings (including pedestrian station crossings), complete the Header, Part I, and the Submission Information section. For changes to existing data, complete the Header, Part I Items 1-3, and the Submission Information section, in addition to the updated data fields. An asterisk * denotes an optional field.

A. Revision Date 02/08/2016	B. Reporting Agency <input checked="" type="radio"/> Railroad <input type="radio"/> State <input type="radio"/> Transit <input type="radio"/> FRA Internal	C. Reason for Update New Crossing	D. DOT Crossing Inventory Number 724864Y
--------------------------------	---	--------------------------------------	---

Part I: Location and Classification Information

1. Primary Operating Railroad CSX Transportation [CSX]	9. Railroad Division or Region <input type="text"/> <input checked="" type="checkbox"/> None	10. Railroad Subdivision or District <input type="text"/> <input checked="" type="checkbox"/> None
11. Branch or Line Name <input type="text"/> <input checked="" type="checkbox"/> None	12. RR Milepost <input type="text"/> 1234.55 <input type="text"/> (prefix) nnnn.nnn (suffix)	22. Average Passenger Train Count Per Day <input checked="" type="radio"/> Less than one per day <input type="radio"/> Number per day

Part II: Railroad Information

1. Estimated Number of Daily Train Movements				
1.A. Total Day Thru Trains (6 AM to 6 PM) 2	1.B. Total Night Thru Trains (6 PM to 6 AM) 2	1.C. Total Switching Trains 1	1.D. Total Transit Trains 0	1.E. Check if Less Than One Movement Per Day How many trains per week? 3
2. Year of Train 2016	View Another Crossing Record button Exit form button			

View Another Crossing Inventory Record | Exit

Save a PDF Copy | **Save a PDF copy of the crossing record**

Figure 26. Online Grade Crossing Inventory Form (Railroad Data Only) in View Mode

Update an Existing Crossing Inventory Record

The **Update an Existing Crossing Inventory Record** page provides you with the ability to (1) update crossing records, whether they were previously saved, (2) update crossing records submitted through the File Upload interface but failed validation, (3) or update successfully submitted crossing records that have been published to the National Crossing Inventory.

Note: For additional information regarding the File Upload interface, please reference the [File Upload](#) section.

The following section takes you through the process of updating a record and saving a PDF copy of that record.

Federal Railroad Administration Highway-Rail Crossing Division

1. Click the **Update Crossings** tab in the top navigation (or the **Update an Existing Crossing** link on the home page). The following page will display as depicted in Figure 27.

The screenshot shows a web application interface for the Federal Railroad Administration Office of Safety Analysis. At the top, there is a navigation bar with the agency name 'CSX Transportation [CSX]' and a 'Change' link. The user is logged in as 'Sample Test User (Primary User)' with a 'Sign Out' link. The main header features the FRA logo and the text 'Federal Railroad Administration Office of Safety Analysis'. Below this is a horizontal menu with tabs: 'Home', 'View Crossings', 'Update Crossings', 'Add New Crossing', 'File Upload', 'User Management', 'Reports', and 'Help'. The 'Update Crossings' tab is active. The main content area is titled 'Update an Existing Crossing Inventory Record' and includes a breadcrumb 'GCSIS Home > Update Existing Crossing'. A paragraph explains that the page allows updating an existing crossing inventory record. Below this is a text input field labeled 'Enter Crossing Number:' and a note stating 'Note: Crossing Number must be six digits followed by a letter.'. An 'Update' button is positioned below the input field. At the bottom of the page, there are links for 'View Privacy Policy' and 'Contact Us'.

Figure 27. Update an Existing Crossing Inventory Record Page

2. Enter the **Crossing Number**, and then press the **Update** button.
Note: If the Crossing Number entered is invalid or does not exist, the system will display an error message indicated in red.
3. If the crossing number entered was found, the system will display the Online Grade Crossing Inventory Form with the crossing data populated in the appropriate fields of the form.
Note: Depending on the type of agency you are registered as, what your agency submitted in the past, and the crossing record that you requested, the system may display either the [Full Inventory Record](#) or the [Railroad Data Only](#) form in update mode.
4. Once the record is loaded, you may begin to update the fields where needed (Figure 28).
Note:
 - Box **A. Revision Date** will automatically default to the current date.
 - Box **B. Reporting Agency** will automatically default to the agency you are registered with.
 - Depending on the value selected for box **C. Reason for Update**, certain fields will be disabled since updates for those fields are not required. For example, by

Federal Railroad Administration Highway-Rail Crossing Division

selecting **Date Change Only**, all fields will be disabled except for box **A. Revision Date**.

- Box **D. DOT Crossing Inventory Number** will automatically populate with the Crossing Number entered on the **Update an Existing Crossing Inventory Record** page.

Federal Railroad Administration Highway-Rail Crossing Division

Online Grade Crossing Inventory Form

GCIS Home > View Existing Crossings > Grade Crossing

Save a PDF copy of the crossing record

Crossing ID = 626889A

Part I | Part II | Part III | Parts IV and V

Instructions for the initial reporting of the following types of new or previously unreported inventory Form, with the exception of Part I Item 20 and Part III Item 2.K. For private highway crossings, complete the Submission Information section. For public pathway grade crossings (including grade-separated highway rail or pathway crossings (including pedestrian station information section. For changes to existing data, complete the Header, Part I Items 1-3, and the Submission Information section, in addition to the updated data fields. An asterisk * denotes an optional field.

Auto-populated based on the Crossing Number entered on the previous page

A. Revision Date: 10/30/2015

B. Reporting Agency: Railroad State Transit FRA Internal

C. Reason for Update: Select One.....

D. DOT Crossing Inventory Number: 626889A

1. Primary Operator: CSX Transp

Defaults to current date

Defaults to the agency you are registered with

3. County: HILLSBOROUGH

4. City/Municipality: TAMPA

5. Street/Road Name: ARMENIA AVE

6. Highway Type & No: CR 587

7. Do Other Railroads Operate a Separate Track at Crossing? Yes No

8. Do Other Railroads Operate Over Your Track at Crossing? Yes No

9. Railroad Division or Region: JACKSONVILLE

10. Railroad Subdivision or District: CLEARWATER

11. Branch or Line Name:

12. RR Milepost: 0851.32

13. Line Segment: SY

14. Nearest RR Timetable Station: SULPHUR SPRGS

15. Parent RR: Select One.....

16. Crossing Owner: Select One.....

17. Crossing Type: Public Private

18. Crossing Purpose: Highway Pathway, Ped. Station, Ped.

19. Crossing Position: At Grade RR Under RR Over

20. Public Access: Yes No

21. Type of Train: Freight Intercity Passenger Commuter Transit Shared Use Transit Tourist/Other

22. Average Passenger Train Count Per Day: 0

23. Type of Land Use: Open Space Farm Residential Commercial Industrial Institutional Recreational RR Yard

24. Is there an Adjacent Crossing with a Separate Number? Yes No

25. Quiet Zone: No 24 hr Partial Chicago Excused

26. HSR Corridor ID: [] [] N/A

27. Latitude in decimal degrees: 28.0330487

28. Longitude in decimal degrees: -82.4841258

29. Lat/Long Source: Actual Estimated

30.A. Railroad Use *

30.B. Railroad Use *

30.C. Railroad Use *

30.D. Railroad Use *

31.A. State Use *

31.B. State Use *

31.C. State Use *

31.D. State Use *

32. Narrative (State Use) *

Save a PDF copy of the crossing record

Save to update at a later time

33. Emergency Notification Telephone No. (Posted): 800-232-4444

34. Railroad Contact Telephone No.:

35. State Contact (Telephone No.):

Submit for validation

Save Submit

Save a PDF Copy

Figure 28. Online Grade Crossing Inventory Form (Full Inventory Record) in Update Mode

Federal Railroad Administration Highway-Rail Crossing Division

5. At any point in time, you can save a copy of the record by pressing the **Save** button. Once saved, the crossing will be available in the **Pending Crossings Records** table on the home page. You may come back at a later time to update the record by pressing the **Edit** button.
6. When you are ready to submit the crossing record for error checking and validation processing, press the **Submit** button located at the bottom of the form.
 - a. If the record failed some validation rules, the system will display a message indicating that the record contains validation errors (Figure 29), and then you must press the **Ok** button to view a list of all errors. The errors will be displayed in a panel located above the form listing the field(s) that failed and a brief description of the error (Figure 30). You can submit the record multiple times until there are no longer any validation errors.

The screenshot shows a web form with several input fields. A blue message box is overlaid in the center, containing the text: "This record contains validation errors. Please correct the errors, and then press the Submit button." Below the message box is an "Ok" button. The form fields include:

- 24. Is there an Adjacent Crossing with a Separate Number? (Yes/No radio buttons, "If Yes, Provide Crossing Number" text box)
- 25. Quiet Zone (FRA Provided) (No/24 hr/Partial/Chicago Excused radio buttons, "Date Established" text box)
- 26. HSR Corridor ID (dropdown menu, "N/A" checkbox)
- 27. Latitude in decimal degrees (text box with "WGS 1983" label)
- 28. Longitude in decimal degrees (text box)
- 29. Lat/Long Source (Actual/Estimated radio buttons)
- 30.A. Railroad Use * (dropdown menu)
- 30.B. Railroad Use * (dropdown menu)
- 31.B. State Use * (dropdown menu)

Figure 29. Message Indicating the Record Failed Validation

The screenshot shows the "Online Grade Crossing Inventory Form" for Crossing ID = 626889A. A "Validation Error Panel" is displayed, listing the following errors:

Code	Error Description	Section
129	Field I.11: Please enter the Branch or Line Name. If this does not apply, answer with "None".	Part I: Location and Classification Information
161	Field I.15: Please provide the name of the Parent Railroad. If this does not apply, answer with N/A.	Part I: Location and Classification Information
162	Field I.16: Please provide the name of the Crossing Owner. If this does not apply, answer with N/A.	Part I: Location and Classification Information
028	Field I.21: Type of Train Service must be selected.	Part I: Location and Classification Information

 Below the error panel, there are tabs for "Part I", "Part II", "Part III", and "Parts IV and V". A detailed instruction block follows, and at the bottom, there are form fields for:

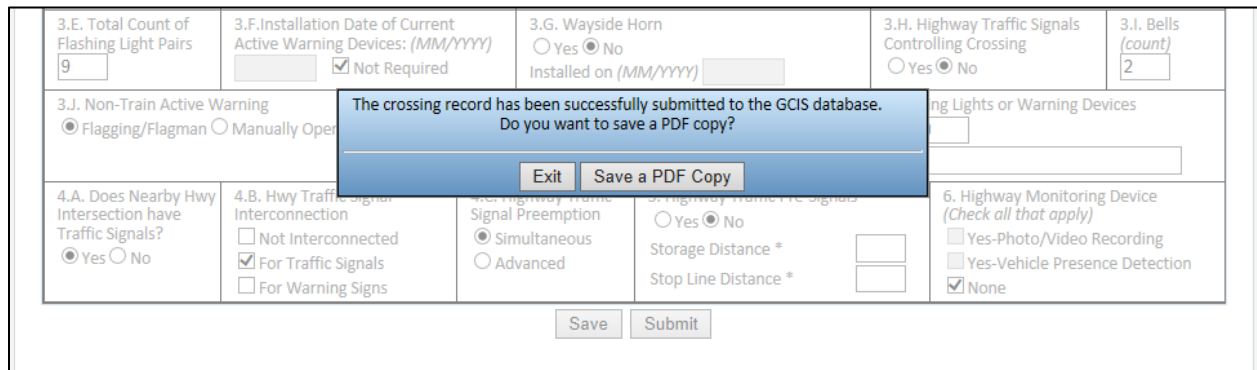
- A. Revision Date: 08/26/2014
- B. Reporting Agency: Railroad (selected), State, Transit, FRA Internal
- C. Reason for Update: Change in Data
- D. DOT Crossing Inventory Number: 626889A

Figure 30. Panel Displaying Validation Errors

- b. If the record passed all validation checks, the system will display a confirmation

Federal Railroad Administration Highway-Rail Crossing Division

message as shown in Figure 31. You can save a copy of the submitted crossing record in PDF format by pressing the **Save a PDF Copy** button, or exit the form and return to the home page by pressing the **Exit** button.

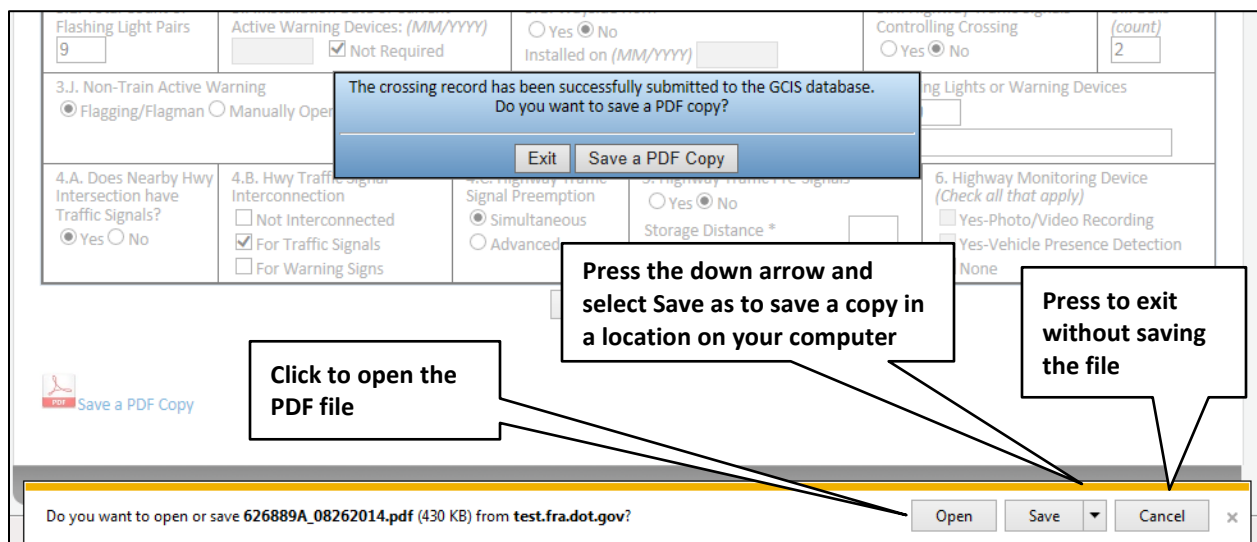


The screenshot shows a web form with a central confirmation message box. The message box is blue and contains the text: "The crossing record has been successfully submitted to the GCSIS database. Do you want to save a PDF copy?". Below the message are two buttons: "Exit" and "Save a PDF Copy". The background form contains various fields and checkboxes, including "3.E. Total Count of Flashing Light Pairs" (value: 9), "3.F. Installation Date of Current Active Warning Devices" (checkbox: Not Required), "3.G. Wayside Horn" (radio: No), "3.H. Highway Traffic Signals Controlling Crossing" (radio: No), "3.I. Bells (count)" (value: 2), "3.J. Non-Train Active Warning" (radio: Flagging/Flagman), "4.A. Does Nearby Hwy Intersection have Traffic Signals?" (radio: Yes), "4.B. Hwy Traffic Signal Interconnection" (checkbox: For Traffic Signals), "4.C. Highway Home Signal Preemption" (radio: Simultaneous), "4.D. Highway Home Signal Preemption" (radio: No), "6. Highway Monitoring Device (Check all that apply)" (checkbox: Yes-Vehicle Presence Detection), and "None" (checkbox: checked).

Figure 31. Submission Successful Confirmation Message

If the **Save a PDF Copy** button was pressed, the browser will prompt you to either **Open** or **Save** a copy of the file. Pressing the **Open** button will open the file in your version of Adobe installed on your computer. To save the file in a location on your computer, press the down arrow located next to the Save button, and then select **Save as**. Your computer will display a popup dialog box allowing you to choose a location on your computer to save the file. When you are ready, press the **Save** button. To exit without saving the file, press the **Cancel** button (Figure 32).

Note: The steps to saving a file varies depending on if your computer is running on Windows or Mac and the type of browser you have installed on your computer (Internet Explorer, Firefox, Safari, etc.). The steps documented above are for users using Internet Explorer browser.



The screenshot shows the browser's "Save a PDF Copy" dialog box. The dialog box is titled "Save a PDF Copy" and contains a PDF icon and the text "Save a PDF Copy". Below the dialog box is a confirmation message box: "Do you want to open or save 626889A_08262014.pdf (430 KB) from test.fra.dot.gov?". Below the message box are three buttons: "Open", "Save", and "Cancel". The "Save" button has a dropdown arrow. Callout boxes provide instructions: "Click to open the PDF file" points to the "Open" button, "Press the down arrow and select Save as to save a copy in a location on your computer" points to the dropdown arrow on the "Save" button, and "Press to exit without saving the file" points to the "Cancel" button.

Figure 32. Open or Save the PDF Crossing Record

Add a New Crossing Inventory Record

The **Add a New Crossing Inventory Record** page provides you with the ability to submit data for a new crossing that is not in the National Crossing Inventory.

Note: State users will not have the ability to submit a new crossing record to the National Crossing Inventory. Therefore, the **Add New Crossing** button in the top navigation and the **Add a New Crossing** link on the home page will not be visible to State users. See Figure 34 to view a sample page for logged in State user.

The following section takes you through the process of adding a new record and saving a PDF copy of that record.

1. Click the **Add New Crossing** tab in the top navigation (or the **Add a New Crossing** link on the home page). The following page will display as depicted in Figure 33.

The screenshot shows a web application interface for the Federal Railroad Administration Office of Safety Analysis. At the top, there is a navigation bar with the agency name 'CSX Transportation [CSX]' and a user profile 'Sample Test User (Primary User)'. Below this is a main header with the organization's logo and name. A secondary navigation bar contains several menu items: Home, View Crossings, Update Crossings, Add New Crossing, File Upload, User Management, Reports, and Help. The main content area is titled 'Add a New Crossing Inventory Record' and includes a breadcrumb trail 'GCIS Home > Add New Crossing'. A brief instruction states: 'This page will allow you to add a new crossing inventory record. To add a new record, enter the Crossing Number provided in the field below, then press the Add button.' Below this is a form with a text input field for 'Enter Crossing Number:' and a note: 'Note: Crossing Number must be six digits followed by a letter.' There are two radio button options for 'Submission Type': 'I am a Primary Operating Railroad submitting a new crossing record.' and 'I operate a separate track and am submitting only my unique railroad data.' An 'Add' button is located at the bottom of the form. A footer at the very bottom contains links for 'View Privacy Policy' and 'Contact Us'.

Figure 33. Add a New Crossing Inventory Record Page (Railroad Users)

Federal Railroad Administration Highway-Rail Crossing Division



Figure 34. Add a New Crossing Inventory Record Page Not Visible for State Users

2. Enter the **Crossing Number**, select the **Submission Type**, and then press the **Add** button.

Note:

- If the Crossing Number entered is invalid or currently exists, the system will display an error message indicated in red.
 - For **Submission Type**, select the appropriate radio button as follows:
 - If you are the Primary Operating Railroad and you are submitting a new crossing that currently does not exist, select **I am a Primary Operating Railroad submitting a new crossing record**. By selecting this option, the system will display the full [Online Grade Crossing Inventory Form \(Full Inventory Record\)](#).
 - If you are a Railroad agency that operates a separate track at a crossing associated with a different Primary Operating Railroad, then select **I operate a separate track and am submitting only my unique railroad data**. By selecting this option, the system will display the [Online Grade Crossing Inventory Form \(Railroad Data Only\)](#) with only certain fields required for Part I and II of the form.)
3. Once the form is loaded, the following fields will be pre-populated:
 - a. A. Revision Date
 - b. B. Reporting Agency
 - c. D. DOT Crossing Inventory Number

Federal Railroad Administration Highway-Rail Crossing Division

- d. I.1 Primary Operating Railroad
4. Complete the remaining fields (Part I – V) of the form.
Note: *The Instructions above the Header contains information regarding what parts of the form must be completed based on Crossing Type (Private or Public), Crossing Purpose (Highway, Pathway Pedestrian, Station Pedestrian), and Crossing Position (at Grade, RR Under, RR Over).*
5. At any point in time, you can save a copy of the record by pressing the **Save** button. Once saved, the crossing will be available in the **Pending Crossings Records** table on the home page. You may come back at a later time to update the record by pressing the **Edit** button.
6. When you are ready to submit the new crossing record for error checking and validation processing, press the **Submit** button located at the bottom of the form.
 - a. If the record failed some validation rules, the system will display a message indicating that the record contains validation errors (see Figure 29), and then you must press the **Ok** button to view a list of all errors that failed validations. The errors will be displayed in a panel located above the form listing the field(s) that failed and a brief description of the error (see Figure 30). You can submit the record multiple times until there are no longer any validation errors.
 - b. If the record passed all validation checks, the system will display a confirmation message asking whether you would like to exit the form or save a PDF copy of the record on your computer (Figure 31). You can save a copy of the submitted crossing record in PDF format by pressing the **Save a PDF Copy** button, or exit the form and return to the home page by pressing the **Exit** button.

File Upload

The **Upload Multiple Crossing Records** page provides you the ability to submit multiple crossing records at the same time using a preformatted Excel file template. A copy of the FRA approved Excel template can be downloaded from this page or under the **Reference Documents** section on the **Help** page.

The following section takes you through the process of completing the Excel file, uploading the file through the **Upload Multiple Crossing Records** page, viewing the error report (if crossings failed validation), and downloading a copy of the crossings that were submitted.

Note: *All records submitted through the File Upload interface must use the FRA approved Excel template. Otherwise, the system will reject the entire submission. In addition, uploaded files are limited to 3 MB in total size. A file with 3 MB of crossing data can accommodate up to about 3,000 crossing records.*

Federal Railroad Administration Highway-Rail Crossing Division

Workflow

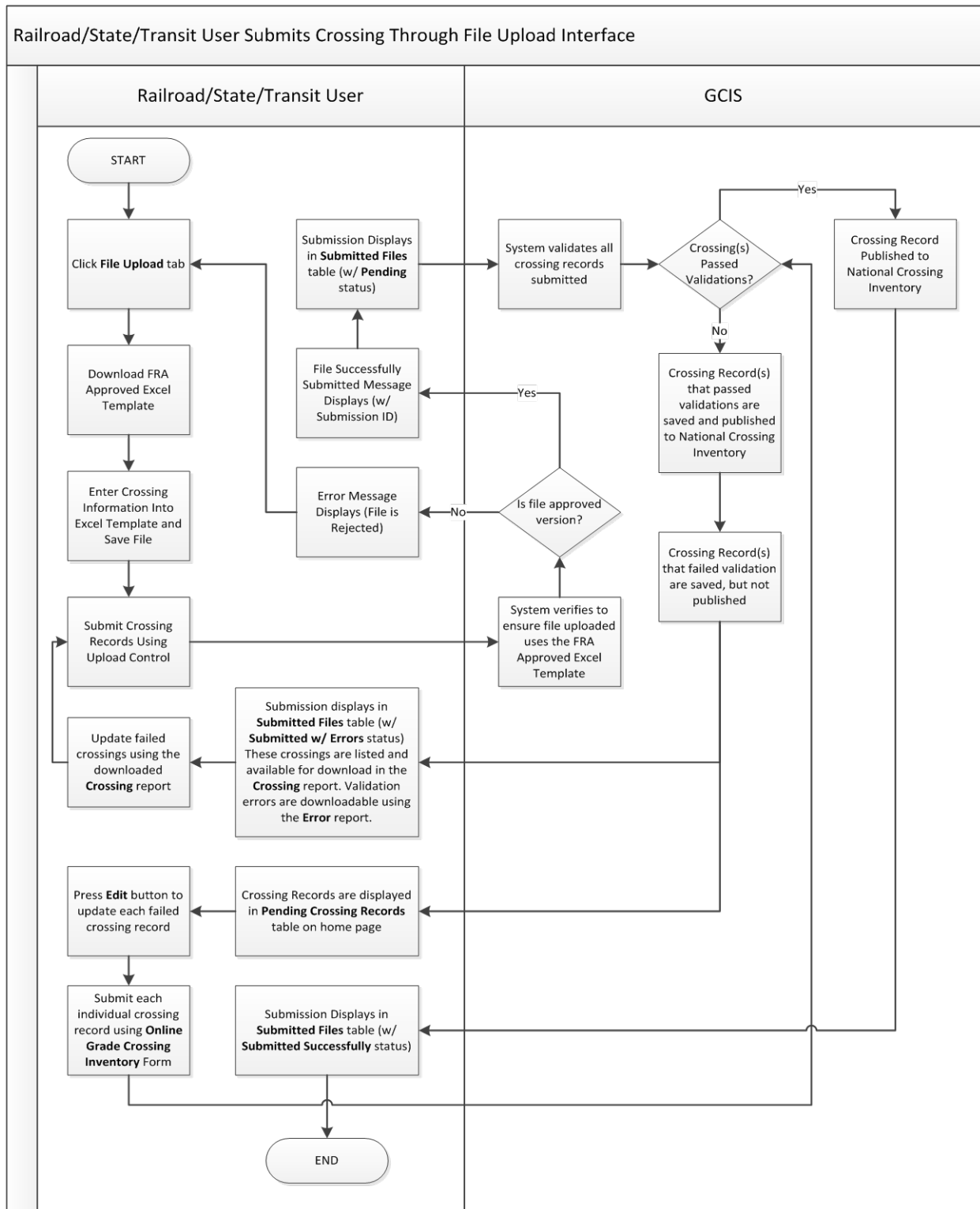


Figure 35. File Upload Workflow Process

Federal Railroad Administration Highway-Rail Crossing Division

FRA Approved Excel File Template

Download the Excel File Template

1. Click on the **File Upload** tab located in the top navigation. The following page displays (Figure 36 for Railroad users and Figure 37 for State users).

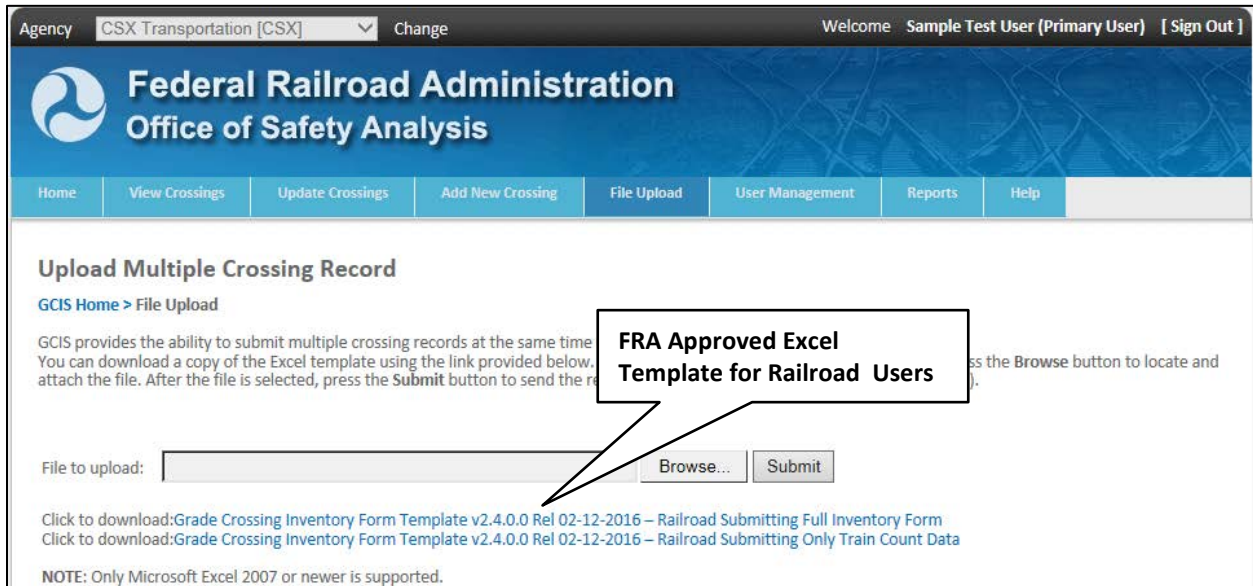


Figure 36. Upload Multiple Crossing Records Page (Railroad Users)



Figure 37. Upload Multiple Crossing Records Page (State Users)

2. Next to the **Click to download** text, click on either links for the **Grade Crossing Inventory Form Template v2.4.0.0 Rel 0212-2016 – Railroad Submitting Full Inventory Form** or **Grade Crossing Inventory Form Template v2.4.0.0 Rel 02-12-2016 – Railroad Submitting Only Train Count Data**. For State users, the **Grade Crossing Inventory**

Federal Railroad Administration Highway-Rail Crossing Division

Form Template v2.4.0.0 Rel 02-12-2016 – State link will be displayed.

Note: The steps to saving a file varies depending on if your computer is running on Windows or Mac and the type of browser you have installed on your computer (Internet Explorer, Firefox, Safari, etc.). The steps documented below are for users using Internet Explorer (IE) browser.

3. A popup dialog box will display asking what you want to do with the file. You can either **Open** or **Save** the file, or **Cancel** the download. Click on the **Save as** button.

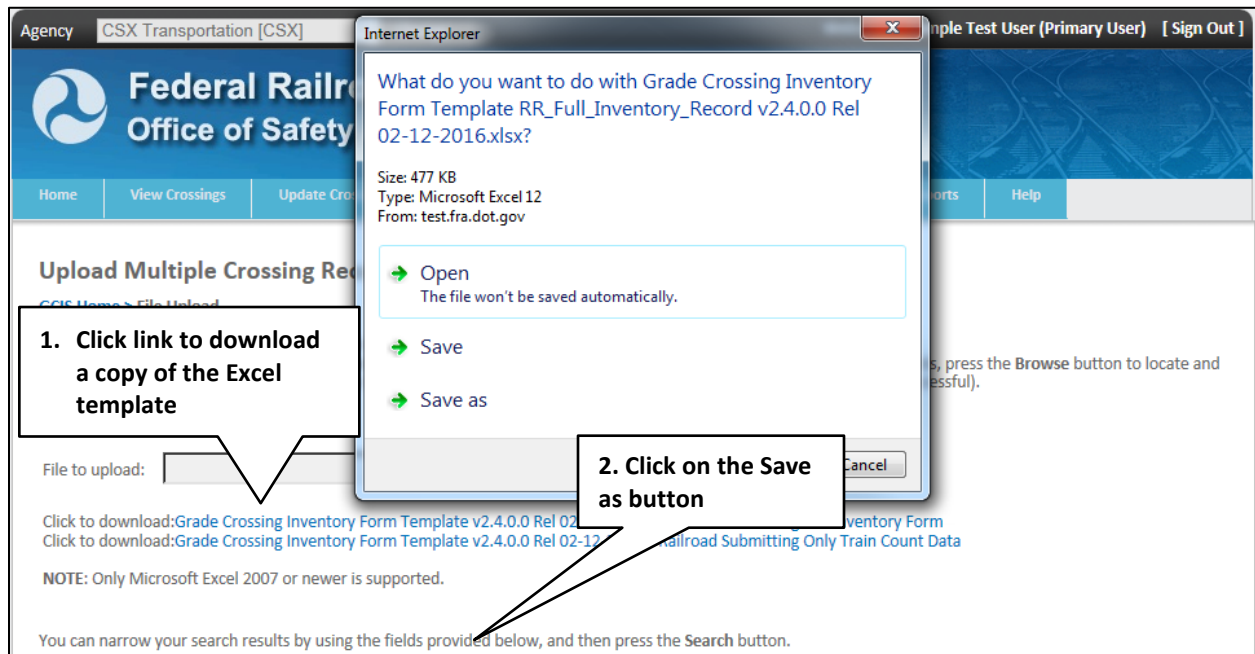


Figure 38. Download the FRA Approved Excel Template

4. A **Save As** Windows dialog box will display with a listing of the directory on your computer.
5. Navigate to the location where you want to save the file. At the bottom of the **Save As** Windows dialog box, there is a field called **File name**. Type in the name of the file you want to save, and then press the **Save** button.
Note: The file must be saved with an **.xlsx** extension, which is only supported by Microsoft Excel 2007 or newer.
6. Navigate to the directory where you saved the file to confirm that it is there.

Understanding the FRA Approved Excel File

This section provides a description on how to read, navigate, and understand the FRA Approved Excel file.

1. Continuing from the previous section, navigate to the directory where you saved the file and select it to open the Excel file.
Note: The file has an extension of **.xlsx** and can only be opened using Microsoft Excel 2007 or newer in order to work properly.

Federal Railroad Administration Highway-Rail Crossing Division

2. At a quick glance, the Excel file contains the following features:
 - a. The Header and Parts I – V are divided into 6 sections, all distinguished by different colors.
 - b. The worksheet is labeled as U.S. DOT Crossing Inventory.
 - c. Rows 1 – 4 displays the section, field names and numbers.
 - d. Fields that contain a predetermined list of values will be available for selection. For example, B. Reporting Agency will allow you to only select **Railroad, State, or Transit**.
 - e. Some fields have validations enforced, therefore, you must correct the error prior to continuing. For example, I.2. State will require you to enter only 2 alpha characters, which is the abbreviation for the State where the crossing resides. Figure 35 depicts the error message displayed for this example.

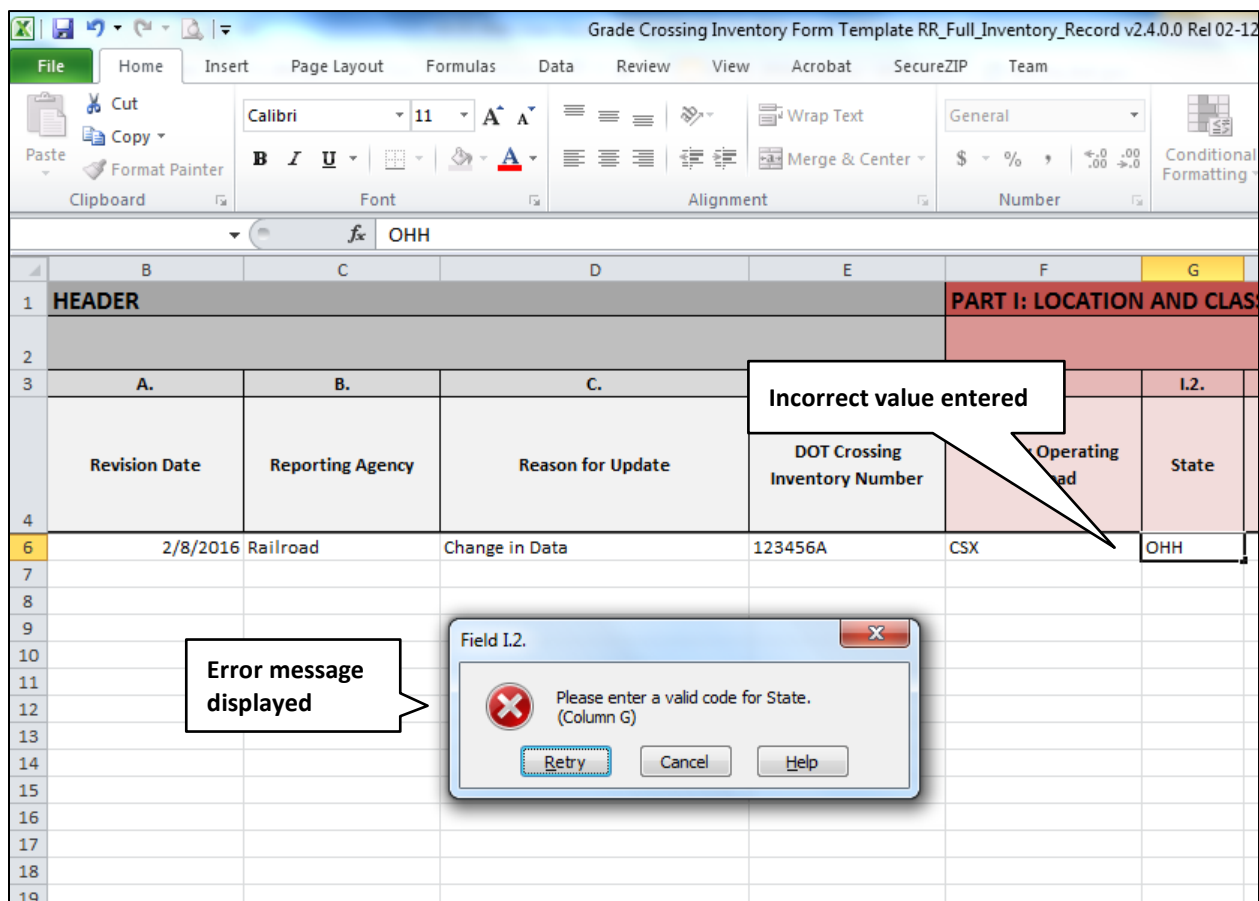


Figure 39. State Field Failed Validation Requirement

- f. Any fields marked with a black asterik (*) indicates that it is an optional field and does not require a value
 - g. Some fields will not be available to State users. For example, fields I.7 – I.12 are not available and therefore are not displayed in the file.
3. After the crossing information has been entered, when saving the file, it is

Federal Railroad Administration Highway-Rail Crossing Division

recommended that you use the naming convention as listed in Table 1 below.

Table 1. File Upload Naming Convention

Railroad File Name Format:	State File Name Format:
GXRR_RAILROADCODE_MMDDYYYY.XLSX	GXST_STATEABBREVIATION_MMDDYYYY.XLSX

Note: The naming convention is recommended, but not required to submit and upload the file.

Upload and Submit Using the FRA Approved Excel File Template

1. Click on the **File Upload** tab located in the top navigation. The **Upload Multiple Crossing Records** page will display.
2. Click on the **Browse** button.
3. Your browser will display a **Choose File to Upload** dialog box listing your computer's file directory. Navigate to the directory where the file you want to upload is located.
4. Select the file and then press the **Open** button.
5. The system will display the file name into the **File to upload** text field provided.
Note: If the incorrect file was selected, you can repeat step 1 – 5 to choose another file.
6. When you're ready to submit the file for processing, press the **Submit** button.

The system will first determine if the file uploaded is using the FRA approved Excel template. If the file failed this requirement, the system will return an error message displayed in red above the File Upload control informing the user to download a copy of the template.



Figure 40. Choosing a File to Upload and Submit

7. If the file was successfully submitted, the system will display a confirmation message in a dialog box with the Submission ID. Press the **OK** button to confirm. The system will return you back to the **Upload Multiple Crossing Records** page.

Federal Railroad Administration Highway-Rail Crossing Division

The screenshot shows the 'Upload Multiple Crossing Record' page in the GGIS system. At the top, the user is logged in as 'Sample Test User (Primary User)'. The page title is 'Upload Multiple Crossing Record' and the breadcrumb is 'GCIS Home > File Upload'. A message box in the center states: 'The file has been successfully submitted. Your Submission ID is 10b55e5f-e432-45b4-a136-3813a571bf8c. Please check back in 24 hours to view the status of the submission.' Below the message is an 'OK' button. The 'Submitted Files' table below shows the submission details.

File Name	Agency	Submission ID	Submission Date	Submitted By	Current Status	Error Report
GXRR_CSX_02122016.xlsx	CSX	10b55e5f-e432-45b4-a136-3813a571bf8c	2/9/2016 12:53:35 PM	ltran@csx.com	Pending	Errors Crossings

Figure 41. File Uploaded Successfully Confirmation Message

If you have opted in to receiving email notifications every time crossing data were submitted for your agency, then the system will generate an email notification, sending to your email address containing the subject **FRA Grade Crossing Inventory System: File Uploaded Successfully**. Within the email, the Submission ID will be provided. You can use this Submission ID to search for the submission on the **Upload Multiple Crossing Records** page. A sample email notification is depicted in Figure 42 below.

Federal Railroad Administration Highway-Rail Crossing Division

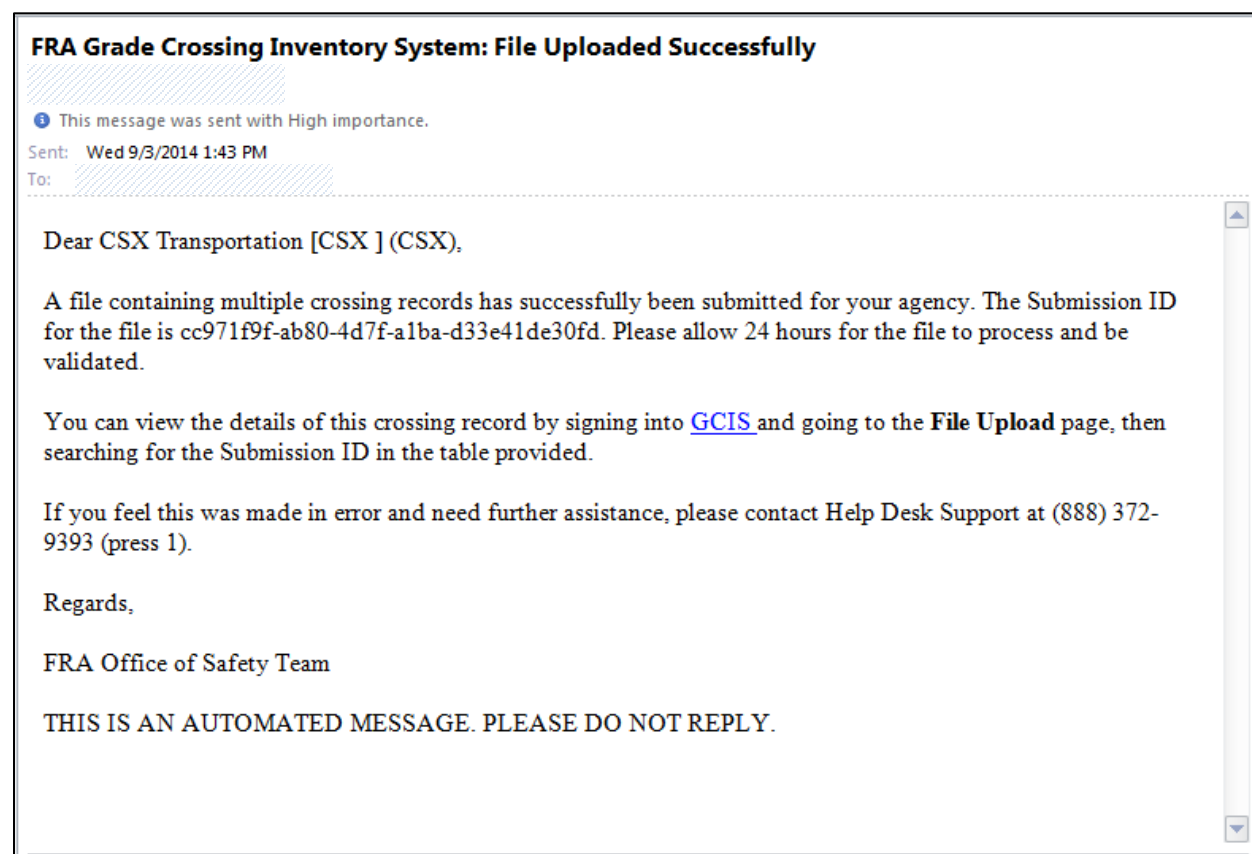


Figure 42. Sample File Upload Successful Email Notification

Note: If you have opted out to receiving email notifications for submitted crossing data, you will not receive this email. See [Manage My Profile](#) section located under the **User Management** section for further details on opting in/out of email notifications.

8. The status of the submitted file can be found under the **Submitted Files** table displayed in the **Current Status** column.

Download the Error Report

Once a submitted file has been processed, the system will change the status from **Pending** to either **Successfully Submitted** or **Submitted w/ Errors**. For files that were submitted containing crossing records that failed validation checks, these submissions be displayed with a status of **Submitted w/ Errors** under the **Current Status** column. For each submission, the system will provide you with the ability to download a report listing all the errors that were returned for each crossing that failed validation.

The following section takes you through the steps of downloading the error report.

1. On the **Upload Multiple Crossing Records** page, under the **Submitted Files** section, a list of all crossings that were submitted will be displayed. Locate the file that you would like to view the validation errors.
2. Click on the **Errors** button located under the **Error Report** column.

Federal Railroad Administration Highway-Rail Crossing Division

Note: The steps to saving a file varies depending on if your computer is running on Windows or Mac and the type of browser you have installed on your computer (Internet Explorer, Firefox, Safari, etc.). The steps documented below are for users using Internet Explorer (IE) browser.

- For Internet Explorer (IE) browser users, you will see a download banner located at the bottom of the browser (Figure 43) with the option to **Open**, **Save**, or **Cancel**. Click on the down arrow located next to the **Save** button, and then select **Save as**.

The screenshot shows the 'Upload Multiple Crossing Record' page in the GCIS system. It includes a 'File to upload' section with a 'Browse...' button and a 'Submit' button. Below this is a 'Submitted Files' table with columns for File Name, Agency, Submission ID, Submission Date, Submitted By, Current Status, and Action. Two files are listed: 'GXRR_CSX_10012015.xlsx' (Pending) and 'GXRR_CSX_09302015.xlsx' (Submitted w/ Errors). The second file has 'Errors' and 'Crossings' buttons. A callout box points to the 'Errors' button with the text 'Click on the Errors button'. Below the table is a pagination control showing page 1 of 1. At the bottom of the page, a download prompt is visible: 'Do you want to open or save f609194e-e26f-47bd-9e33-f84a7803e5b1_errorReport_Codes.csv (255 bytes) from stage.fra.dot.gov?'. A callout box points to the down arrow on the 'Save' button with the text 'Click on the down arrow, and then select Save as.'.

File Name	Agency	Submission ID	Submission Date	Submitted By	Current Status	Action
GXRR_CSX_10012015.xlsx	CSX	d95bab35-7201-4fdd-a260-8807cafe64ae	10/1/2015 11:24:13 PM	ltran@csx.com	Pending	Errors Crossings
GXRR_CSX_09302015.xlsx	CSX	f609194e-e26f-47bd-9e33-f84a7803e5b1	9/28/2015 7:18:59 PM	ltran@csx.com	Submitted w/ Errors	Errors Crossings

Figure 43. IE Browser User Prompting to Download the File

- A **Save as** windows dialog box will open displaying your computer's file directory. Navigate to the location where you want to save the file, enter a friendly name into the **File name** field, and then press the **Save** button.

Download the Crossing Report

For files that were submitted containing crossing records that failed validation checks, in conjunction to the error report, the system will also allow you to download the failed crossings into the FRA Approved Excel template. You can modify the crossing(s) in this file and resubmit for processing.

The following section takes you through the steps of downloading the crossing report.

- On the **Upload Multiple Crossing Records** page, under the **Submitted Files** section, a

Federal Railroad Administration Highway-Rail Crossing Division

list of all crossings that were submitted will be displayed. Locate the file that you would like to view the validation errors.

2. Click on the **Crossings** button located under the **Error Report** column.

Note: The steps to saving a file varies depending on if your computer is running on Windows or Mac and the type of browser you have installed on your computer (Internet Explorer, Firefox, Safari, etc.).

3. For Internet Explorer (IE) browser users, you will see a download banner located at the bottom of the browser with the option to **Open**, **Save**, or **Cancel**. Click on the down arrow located next to the **Save** button, and then select **Save as**.
4. A **Save as** windows dialog box will open displaying your computer's file directory. Navigate to the location where you want to save the file, enter a friendly name into the **File name** field, and then press the **Save** button.
5. Once the file is saved, open the file, make the necessary changes (based on the errors listed in the Error Report that you downloaded from the previous section), save the file, and then follow the steps documented in the [Upload and Submit Using the FRA Approved Excel File](#) section to resubmit for processing.

Note: For any crossing(s) that failed validation, these crossing records will be listed in your [Pending Crossing Records](#) table located on the home page. You may update each individual record by clicking on the **Edit** button located under the **Action** column.

File Download

The **Download Crossing Records** page provides you the ability to download all crossing records (for your agency) that have been published out to the National Crossing Inventory Records database into the preformatted FRA Approved Excel file template.

The following section takes you through the process of submitting a request for the system to generate the Excel file and downloading a copy of the file.

1. Hover the **File Upload** tab located in the top navigation and then select **Downloads**.

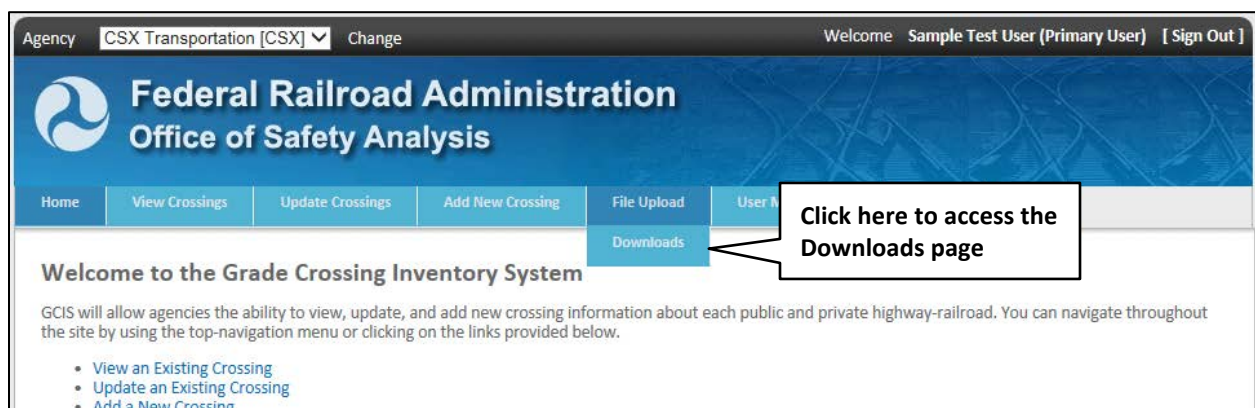


Figure 44: Accessing the Downloads Page

2. On the **Download a Crossing Records** page, press the **Submit a Download Request** button.

Federal Railroad Administration Highway-Rail Crossing Division

- When the confirmation message pops up indicating that you have successfully submitted your request, press the **OK** button.

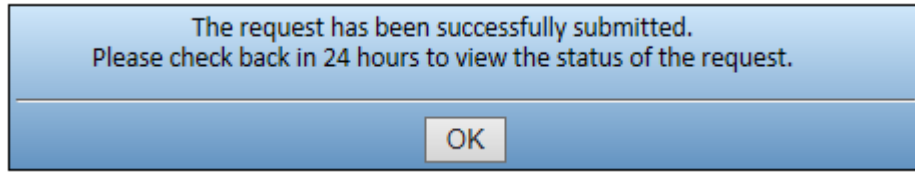


Figure 45: Confirmation Message

- You should now see your request in the table located below the **Submit a Download Request** button.

A screenshot of the GCIS web application interface. The top navigation bar shows the agency as "CSX Transportation [CSX]" and the user as "Sample Test User (Primary User)". The main header features the Federal Railroad Administration Office of Safety Analysis logo and a navigation menu with items like Home, View Crossings, Update Crossings, Add New Crossing, File Upload, User Management, Reports, and Help. The main content area is titled "Download Crossings Records" and includes a "Submit a Download Request" button. Below this is a table with the following data:

Id	File Type	Agency	Request Date	Requested By	Current Status	File	File
13	Full	CSX	1/11/2016 9:24:05 AM	itrn@csx.com	Pending		Download

Figure 46: Download Request Pending Table

Depending on the number of crossing records that are available for your agency, the request may take up to 48 hours to process. Once the file(s) have been generated and available for download, the **Download** button will be enabled.

Federal Railroad Administration Highway-Rail Crossing Division

Agency CSX Transportation [CSX] Change Welcome Sample Test User (Primary User) [Sign Out]

Federal Railroad Administration Office of Safety Analysis

Home View Crossings Update Crossings Add New Crossing File Upload User Management Reports Help

Download Crossings Records

GCIS Home > File Download

GCIS provides you the ability to download all crossing records (for your agency) that have been published out to the National Crossing Inventory Records database into the preformatted FRA Approved Excel file template. A request must be submitted by pressing the "Submit a Download Request" button. Once the file has been generated, the "Download" button will be enabled. Depending on the number of crossing records for your agency, the request could take up to 48 hours to process. In addition, the files will be compressed and included in a ZIP file. You must have a ZIP extractor in order to open the file(s).
Note: You may only submit one request at a time. If a new request is submitted, the previous file will no longer be available for download.

Submit a Download Request

Data Files							
Id	File Type	Agency	Request Date	Requested By	Current Status	File	File
13	Full	CSX	1/11/2016 9:24:05 AM	ltran@csx.com	Ready	CSX.zip	Download

View Privacy Policy | Contact Us

Figure 47: File is Ready for Download

5. Click on the **Download** button.
6. For Internet Explorer (IE) browser users, you will see a download banner located at the bottom of the browser (Figure 48) with the option to **Open**, **Save**, or **Cancel**. Click on the down arrow located next to the **Save** button, and then select **Save as**.

Submit a Download Request

Data Files							
Id	File Type	Agency	Request Date	Requested By	Current Status	File	File
13	Full	CSX	1/11/2016 9:24:05 AM	ltran@csx.com	Ready	CSX.zip	Download

View Privacy Policy | Contact Us

Do you want to open or save CSX.zip (160 KB) from test.fra.dot.gov?

Open Save Cancel

Click on the down arrow, and then select Save as.

Figure 48: IE Browser User Prompting to Download the File

7. A **Save as** windows dialog box will open displaying your computer's file directory. Navigate to the location where you want to save the file, enter a friendly name into the **File name** field, and then press the **Save** button.
8. Find a location on your computer to save the file. In the **File name** file, you may rename the file (if you wish), and then press the **Save** button.
9. Once the file is save, use a ZIP extractor to extract the Excel file.

User Management

Use the **Manage GCIS Users** page to update your profile information, opt in and out of receiving email notifications, and manage the Secondary Users of your agency (if your role is Primary User).

Understanding the Manage GCIS Users Page

This section provides a description on how to read, navigate, and understand the User Management page (Figures 49 and 50).

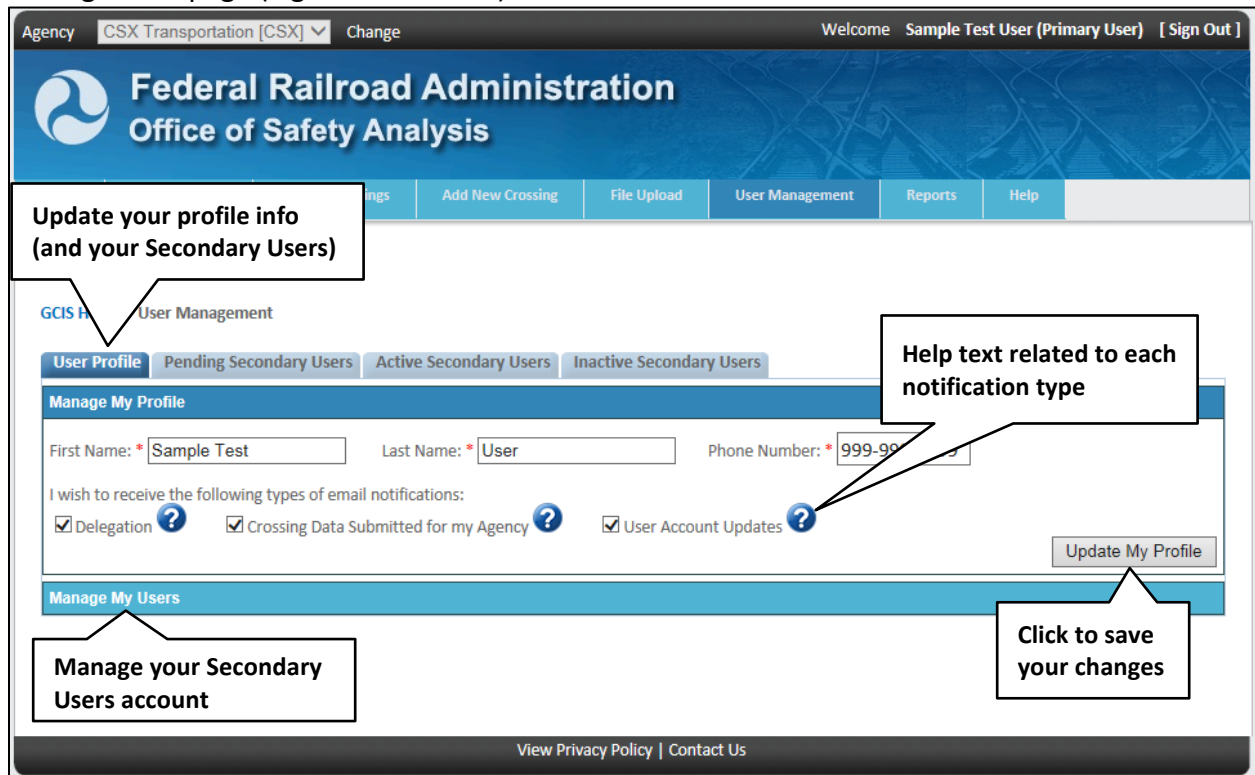


Figure 49. User Management Home Page (View for Primary Users)

Federal Railroad Administration Highway-Rail Crossing Division

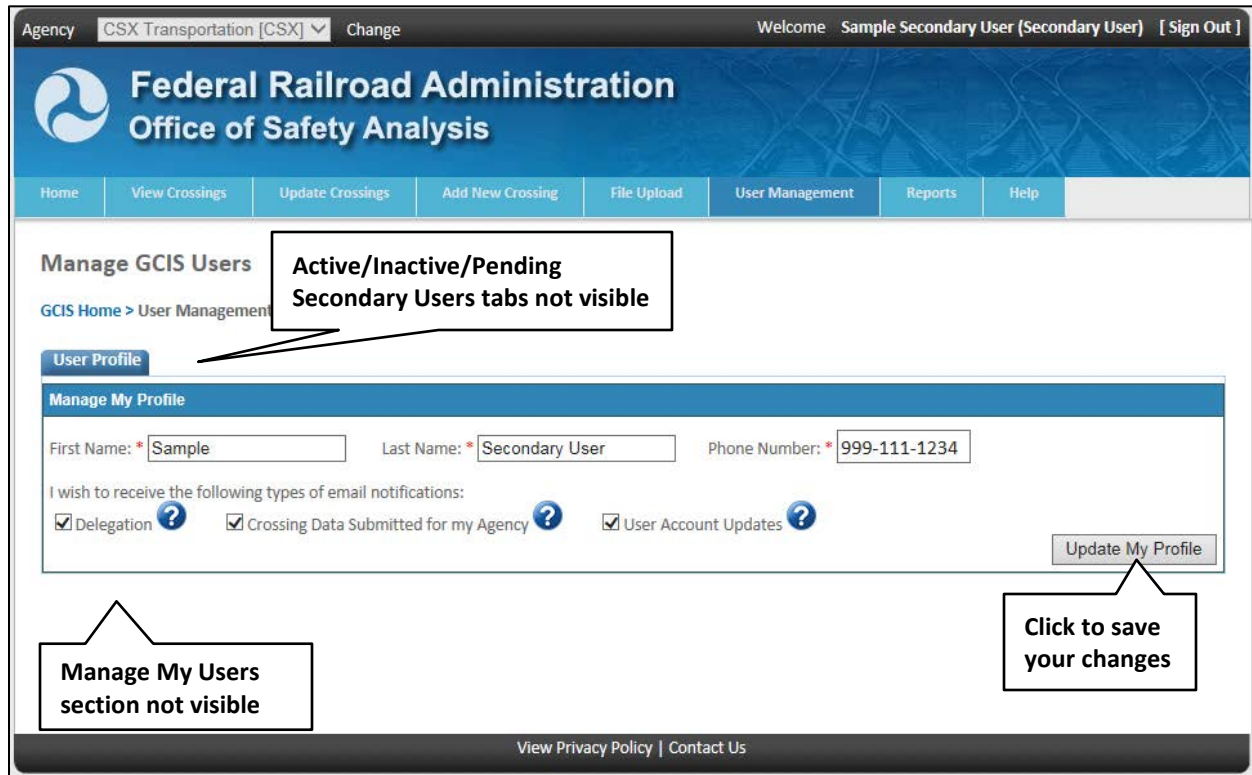


Figure 50. User Management Home Page (View for Secondary Users)

User Profile

This tab will be available and displayed to all registered GCIS users. In this section, you will be able to update your profile information along with Secondary Users of your agency (if you are the Primary User of your agency). To view and update your profile information, click on the section header labeled **Manage My Profile**. To manage and update the Secondary Users of your agency, click on the section header labeled **Manage My Users**.

Manage My Profile

You will be able to update your profile information along with opting in/out of receiving system generated email notifications by checking/unchecking the appropriate box (Figure 46).

A brief description of each email notification available can be viewed by clicking on the Help icon located to the right of each checkbox text.

Once all updates have been made, press the **Update My Profile** button to save the changes.

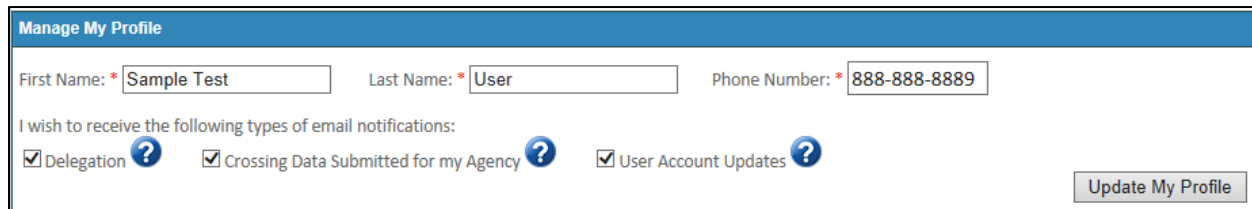


Figure 51. Manage My Profile Section

Federal Railroad Administration Highway-Rail Crossing Division

Manage My Users

This section will allow Primary Users the ability to update the profile of all Secondary Users registered with their agency. You can also filter the list by entering a value into any of the fields provided (**First Name, Last Name, Email Address**) (Figure 52).

1. Click on the section header labeled **Manage My Users**.

Manage My Users

To view a list of all users, just press the Search button. You can narrow your search results by entering the user's first name, last name, or email address, then press the Search button.

First Name: Last Name: Email Address (Username):

First Name	Last Name	Email Address (Username)	Phone Number	Agency Code	Active Date	Deactivation Date	Account Locked?	Status	Comments (Optional)	Action
Sample	Secondary User	csxsecondary2@csx.com	123-456-7000	CSX	08/26/2014		No	Active		Edit
Jane	Doe	jane.doe.test@test.com	999-123-4567	CSX	09/03/2014		No	Active		Edit
Sample Test	User	sample.test.user@test.com	999-555-0000	CSX	09/03/2014		No	Pending		Edit
CSX	Secondary	seconduser@csx.com	999-999-9999	CSX	09/18/2013		No	Active		Edit
CSX	Secondary User 1	seconduser2@csx.com	999-123-4567	CSX	09/18/2013	08/26/2014	No	Inactive		Edit

Figure 52. Manage My Users Section

2. Locate the user you wish to update, and then press the **Edit** link located in the **Action** column. The system will change the fields in the selected row into editable fields (Figure 53).

Manage My Users

To view a list of all users, just press the Search button. You can narrow your search results by entering the user's first name, last name, or email address, then press the Search button.

First Name: Last Name: Email Address (Username):

First Name	Last Name	Email Address (Username)	Phone Number	Agency Code	Active Date	Deactivation Date	Account Locked?	Status	Comments (Optional)	Action
Sample	Secondary User	csxsecondary2@csx.com	123-456-7000	CSX	08/26/2014		No	Active <input type="button" value="v"/>	<input type="checkbox"/> Reset Password?	Update Cancel
Jane	Doe	jane.doe.test@test.com	999-123-4567	CSX	09/03/2014		No	Active		Edit
Sample Test	User	sample.test.user@test.com	999-555-0000	CSX	09/03/2014		No	Pending		Edit

Figure 53. Selected Row in Edit Mode

3. You can update the user's profile by performing any of the following actions listed below:
 - a. To update the profile information, enter the new information into the **First Name, Last Name, and/or Phone Number** field.
 - b. To deactivate a user's account, change the **Status** column from **Active** to **Inactive**. Deactivating a user's account will prevent the user from logging into GCIS. To reactivate a user's account, change the **Status** column from **Inactive** to **Active**. For an account that is being reactivated, the selected user will receive an email notification containing their temporary password and instructions to log in and reset their password.
 - c. To reset the user's password, check the box for **Reset Password?**. The selected

Federal Railroad Administration Highway-Rail Crossing Division

user(s) will receive an email notification containing their temporary password and instructions to log in and reset their password.

Note: For further information regarding password reset, please see the [Changing Temporary Password](#) section.

- Once complete, press the **Update** link located in the **Action** column. To exit and cancel all changes, press the **Cancel** link. If the update was successful, the system will display a confirmation message in a popup window (Figure 54).

The screenshot shows the 'Manage GCIS Users' page. A modal dialog box is displayed in the center with the following text: 'The selected user's profile has been successfully updated. If a Password Reset was requested, an email notification has been sent to the user containing their temporary password.' Below the text is an 'Ok' button. The background page shows a navigation menu with 'User Management' selected, and a table of users with columns: First Name, Last Name, Email Address (Username), Phone Number, Agency Code, Active Date, Deactivation Date, Account Locked?, Status, Comments (Optional), and Action. The table contains one row for a 'Sample' user.

First Name	Last Name	Email Address (Username)	Phone Number	Agency Code	Active Date	Deactivation Date	Account Locked?	Status	Comments (Optional)	Action
Sample	Secondary User	csxsecondary2@csx.com	999-111-1234	CSX	08/26/2014		No	Active		Edit

Figure 54. Secondary User Profile Information Update Successful Message

- Press the **Ok** button to return to the **Manage GCIS Users** page.

Pending/Active/Inactive Secondary Users

These tabs will only be displayed for Primary Users. The **Pending Secondary Users** tab will be displayed only if the agency has a newly registered Secondary User and requires the Primary User to review the request. The **Active Secondary Users** tab will be displayed listing all active users of the agency. The **Inactive Secondary Users** tab will only be displayed if there are inactive users of the agency (Figure 55).

Federal Railroad Administration Highway-Rail Crossing Division



Figure 55. Pending/Active/Inactive Secondary Users Tab

Pending Secondary Users

1. Click on the **Pending Secondary Users** tab. The system will display a table listing all new registration requests for your agency (Figure 56).

Note: A **Legend** will also be displayed providing a brief description of what each image located under the **Email Status** column means.

Federal Railroad Administration Highway-Rail Crossing Division

Agency CSX Transportation [CSX] Change Welcome Sample Test User (Primary User) [Sign Out]

Federal Railroad Administration
Office of Safety Analysis

Home View Crossings Update Crossings Add New Crossing File Upload User Management Reports Help

Manage G
GCIS Home > U

User Profile Pending Secondary Users Active Secondary Users Inactive Secondary Users

	Username	First Name	Last Name	Phone Number	User Role	Email Status	Comments (Optional)
<input type="checkbox"/>	sample.test2@csx.com	Sample	Secondary User 2	999-213-4567	Secondary User		

Approve Reject

Legend

- The user's email address matches the primary user's email exchange
- The user's email does not match the primary user's email exchange

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Figure 56. Pending Secondary Users Table

2. Check the box(es) located in the first column to select the user(s). Multiple users can be approved or rejected simultaneously.
3. The **Approve** and **Reject** buttons will be enabled. Press either the **Approve** button to accept the request or the **Reject** button to deny the request. For all users that were approved, an email notification will be sent to the user's email address (also their username) containing their temporary password along with instructions to reset their password.
4. Depending on the action taken (either Approved or Rejected), the system will display a confirmation message in a popup dialog box (Figure 57).

Federal Railroad Administration Highway-Rail Crossing Division

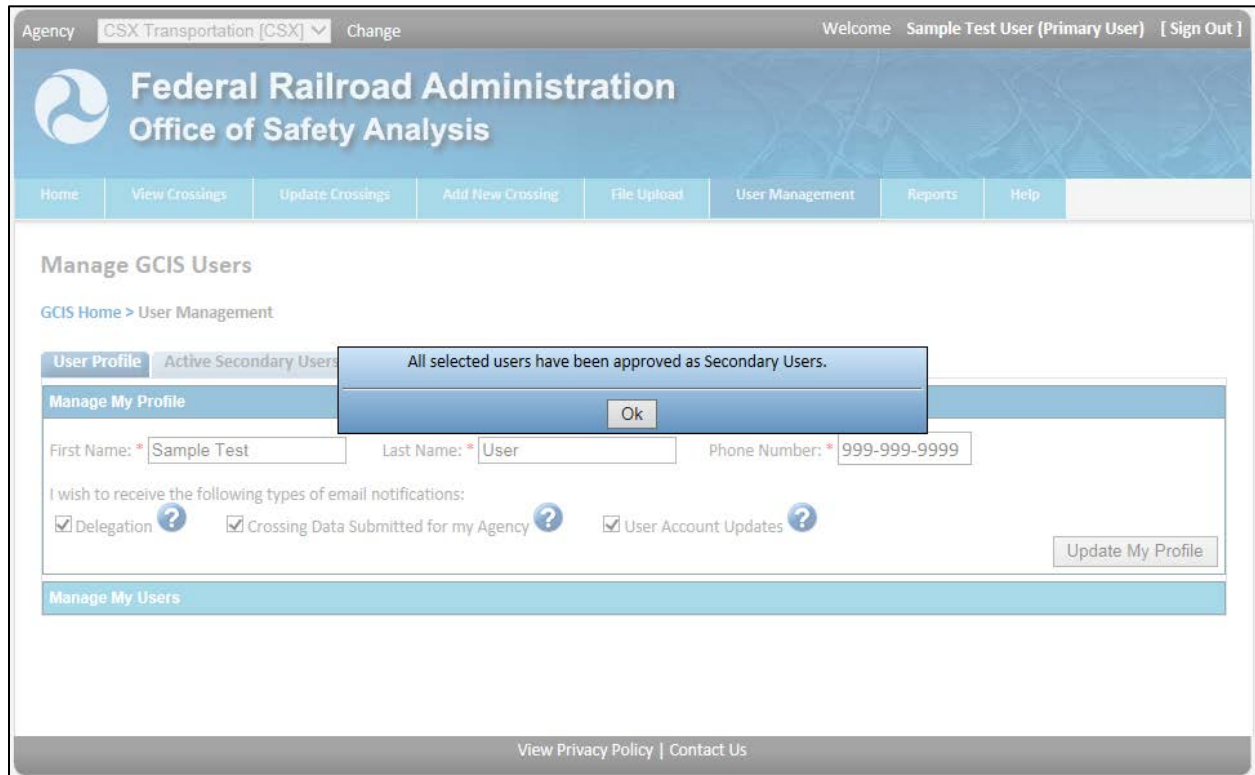


Figure 57. Confirmation Message for Approved Secondary Users

5. Press the **Ok** button to return back to the **Manage GCIS Users** page.
Note: If there are not any pending Secondary Users, the **Pending Secondary Users** tab will no longer be displayed.

Active Secondary Users

1. Click on **Active Secondary Users** tab. The system will display a table listing all active Secondary Users for your agency (Figure 58).
Note: A **Legend** will also be displayed providing a brief description of what each image located under the **Email Status** column means.

Federal Railroad Administration Highway-Rail Crossing Division

The screenshot shows the 'Active Secondary Users' table in the GCIS web application. The table has the following data:

	Username	First Name	Last Name	Phone Number	User Role	Email Status	Comments (Optional)
<input type="checkbox"/>	csxsecondary2@csx.com	Sample	Secondary User	999-111	Secondary User		
<input type="checkbox"/>	jane.doe.test@test.com	Jane	Doe	999-567	Secondary User		
<input type="checkbox"/>	sample.test2@csx.com	Sample	Secondary User 2	999-213-4567	Secondary User		

Below the table is a 'Deactivate' button. A legend below the table explains the Email Status column:

- The user's email address matches the primary user's email exchange
- The user's email does not match the primary user's email exchange

Figure 58. Active Secondary Users Table

2. Check the box(es) located in the first column to select the user(s). Multiple users can be deactivated simultaneously.
3. The **Deactivate** button will be enabled. Press the **Deactivate** button to prevent the selected user(s) from further access to GCIS.
4. The system will display a confirmation message in a popup dialog box that the selected user(s) have been deactivated.
5. Press the **Ok** button to return back to the **Manage GCIS Users** page.

Inactive Secondary Users

1. Click on **Inactive Secondary Users** tab. The system will display a table listing all inactive Secondary Users for your agency (Figure 59).
Note: A **Legend** will also be displayed providing a brief description of what each image located under the **Email Status** column means.

Federal Railroad Administration Highway-Rail Crossing Division

The screenshot shows the 'Inactive Secondary Users' table with the following data:

	Username	First Name	Last Name	Phone Number	User Role	Email Status	Comments (Optional)
<input type="checkbox"/>	sample.test.user@test.com	Sample Test	User 2	952-555-0000	Secondary User		

Below the table is an 'Activate' button. A legend explains the Email Status indicator:

- The user's email address matches the primary user's email exchange
- The user's email does not match the primary user's email exchange

Figure 59. Inactive Secondary Users Table

2. Check the box(es) located in the first column to select the user(s). Multiple users can be activated simultaneously.
3. The **Activate** button will be enabled. Press the **Activate** button to grant the selected user(s) access to GCIS.
4. The system will display a confirmation message in a popup dialog box that the selected user(s) have been reactivated. The selected user(s) will receive an email notification containing their temporary password and instructions to log in and reset their password.
5. Press the **Ok** button to return back to the **Manage GCIS Users** page.

Delegations

The **Delegations** page will provide a listing of all delegation requests that have been approved by FRA. Once FRA has received and approved the written notification from both the Delegating and Delegated Agency, FRA will setup all approved requests within GCIS. Once the setup is completed, you may view the request on this page. The Delegations table will contain the **Delegating Agency**, **Delegated Agency Type**, and **Delegated Agency** (Figure 60).

Note: The agency name displayed in Figure 60 below are notional and not intended to represent any specific user or business relationship.

If you are listed under the **Delegating Agency** column, this means that your agency has granted another agency access to update crossing records on behalf of your agency.

Federal Railroad Administration Highway-Rail Crossing Division

If you are listed under the **Delegated Agency** column, this means that your agency has been granted access to update crossing records on behalf of the agency listed under the **Delegating Agency** column. To update crossing records on behalf of your Delegating Agency, complete the instructions documented in the subsequent section.

The screenshot shows the 'Delegations' page in the GCIS system. The breadcrumb trail is 'GCIS Home > User Management > Delegations'. The table below shows the delegation details:

Delegating Agency	Delegated Agency Type	Delegated Agency
Railroad A	Railroad	Railroad B (CSX)
Railroad B (CSX)	State	State A
Railroad B (CSX)	Railroad	Railroad C

Callout boxes provide additional context: 'Railroad B (CSX) has been delegated to update Railroad A crossing records' points to the first row, and 'Railroad B (CSX) has delegated and granted State A and Railroad A access to update crossing records on behalf of Railroad B (CSX)' points to the second and third rows.

Figure 60. Delegations Table

Update Crossing Record on Behalf of the Delegating Agency

1. Click on the **Home** tab (or click on **GCIS Home** link located in the breadcrumb).
2. The **Agency** drop-down list will be enabled as depicted in Figure 61.

Note: The **Agency** drop-down will only be enabled if you have delegation requests assigned and approved by FRA.

The screenshot shows the 'Home' page of the GCIS system. The breadcrumb trail is 'GCIS Home > Home'. The 'Agency' drop-down list is enabled and shows 'CSX Transportation [CSX]'. A callout box points to the drop-down list with the text 'Agency drop-down list enabled'. The page content includes a welcome message and links to 'View an Existing Crossing' and 'Update an Existing Crossing'.

Figure 61. Changing to a Different Agency

Federal Railroad Administration Highway-Rail Crossing Division

3. Click on the down arrow, and then select the name of the agency you would like to update crossing records on behalf of. Once selected, press the **Change** link. Once the agency has been changed, you now have access to update crossings that belong to the Delegating Agency (Figure 62).
4. Click on **Update Crossings** tab located in the top navigation (or the **Update an Existing Crossing** link located on the **GCIS Home** page). You will notice that the **Agency** drop-down in the header is now disabled and your Delegating Agency should be selected.
5. Enter the Delegating Agency Crossing Number into the field provided, and then press the **Update** button.

Agency: BNSF Railway Company [BNSF] Change Welcome Sample Test User (Primary User) [Sign Out]

Delegating Agency name is selected and drop-down list disabled

Update an Existing Crossing Inventory Record

GCIS Home > Update Existing Crossing

This page will allow you to update an existing crossing inventory record that has been previously saved or submitted. To edit a record, enter the Crossing Number provided in the field below, then press the Update button.

Enter Crossing Number: 967156W

Note: Crossing Number must be six digits followed by a letter.

Update

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Figure 62. Update Crossings Page on Behalf of the Delegating Agency

The Online Grade Crossing Inventory Form will load with the crossing data populated into the appropriate fields of the form. You will also notice that field **I.1 Primary Operating Railroad** is listed as the name of the Delegating Agency (Figure 63).

Federal Railroad Administration Highway-Rail Crossing Division

The screenshot shows the 'Online Grade Crossing Inventory Form' for updating an existing crossing. The user is logged in as 'Sample Test User (Primary User)'. The agency is set to 'BNSF Railway Company [BNSF]'. The crossing ID is 967156W. The form is divided into sections: Part I (Primary Operating Railroad), Part II (State and Classification Information), and Parts III and IV (City/Municipality and Street/Road Name). A callout box highlights that the primary operating railroad is BNSF, even though the user is registered with CSX. The form fields are as follows:

A. Rev 02/09		C. Reason for Update New Crossing		D. DOT Crossing Inventory Number 967156W	
1. Primary Operating Railroad BNSF Railway Company [BNSF]		2. State WA		3. County WHATCOM	
4. City/Municipality <input type="radio"/> In BELLINGHAM <input checked="" type="radio"/> Near		5. Street/Road Name & Block Number MARINE DR (Street/Road Name) * (Block Number)		6. Highway Type & No	

Figure 63. Online Grade Crossing Inventory Form Updating a Delegated Crossing

6. Follow the steps documented in the Update an Existing Crossing Inventory Record section to successfully update the crossing record.
7. Once updated and submitted successfully, you can change back to the agency you are registered with by clicking on the **Home** tab in the top navigation (or the **GCIS Home** link located in the breadcrumb).
8. On the **GCIS Home** page, the **Agency** drop-down list will be enabled. Select the name of the agency you are registered with, and then press the **Change** link.

Reports

The **GCIS Reports** page will allow you to generate reports for pending, published, and expired crossing data. This page provides three reports:

- Agency Report – provides information for records that have been saved, published, or expired for your agency
- Overdue Summary Report – shows the number of crossing inventory records that is current overdue, the total number of crossings for your agency, and the percentage
- Days Overdue Report – shows the agencies that have not updated their inventory records on time

Understanding the Reports Page

Navigation

Federal Railroad Administration Highway-Rail Crossing Division

To navigate to the different reports available, click on the section tabs located within the page.

Agency CSX Transportation [CSX] Change Welcome Sample Test User (Primary User) [Sign Out]

Federal Railroad Administration
Office of Safety Analysis

Home View Crossings Update Crossings Add New Crossing File Upload User Management Reports Help

GCIS Reports

[GCIS Home](#) > Reports

GCIS will allow users the ability to generate reports for pending, published, and expired records. The report may be filtered by selecting the desired information from the drop-down menus provided. Anything marked with a red asterisk is required. Various drop-down menus. Any drop-down menu marked with a red asterisk is required. Selecting the options located in the

Agency Report Overdue Summary Report Days Overdue Report

This report shows information for records that have been saved, published, or expired for States, Railroads, and Transit agencies. The report may be filtered by selecting the desired information from the drop-down menus provided. Anything marked with a red asterisk is required.

NOTE: For reports that return over 1,000 records, only the first 1,000 records will be exported to an Excel, Word, or PDF format

Agency Type:* Railroad Agency:* CSX Transportation [CS] Date Range:* From To

Record Status: Select One..... Reason for Update: Select One.....

Crossing Type: Select One..... Crossing Purpose: Select One..... Crossing Position: Select One.....

Generate Report

Figure 64. Reports Page

Page Numbers

Once generated, if the results are returned and displayed on more than one page, you can use the pager located in the reports toolbar to navigate to different pages of the report.

To page through the report, click on the first, previous, next, or last page arrow or skip to a specific page by entering the page number.

Federal Railroad Administration Highway-Rail Crossing Division

This report shows information for records... selecting the desired information from the... NOTE: For reports that return over 1,000 r... railroads, and Transit agencies. The report may be filtered by... and asterisk is required. ... an Excel, Word, or PDF format

Agency Type: * Railroad Agency: * From 01/01/2015 To 12/31/2015

Record Status: Select One..... Update: Select One.....

Crossing Purpose: Select One..... Crossing Position: Select One.....

Generate Report

1 of 24 Find | Next

Crossing Records by Status for CSX Transportation [CSX]
of Records Returned: 1000
Date Report Generated: January 12, 2016

Crossing ID	Agency	Revision Date	Record Status	Reason For Update	Crossing Type	Crossing Purpose	Crossing Position
908418R	CSX	01/01/2015	Published	Closed	Private	Highway	At Grade
350352V	CSX	01/02/2015	Published	Change in Data		Pathway, Ped.	RR Over
230199B	CSX	01/02/2015	Published	Closed	Private	Highway	RR Over

Figure 65. Report Paging

Export Report

The system will also allow you to export a copy of the report to an Excel, Word, or PDF file. A report that returned more than 1,000 records, only the first 1,000 records will be exported. To export the report, click on the disk located in the ribbon toolbar and select either **Excel**, **Word**, or **PDF**.

Generate Report

1 of 24 Find | Next

Crossing Records by Status for CSX Transportation [CSX]
of Records Returned: 1000
Date Report Generated: 2016

Excel
PDF
Word

Crossing ID	Agency	Revision Date	Record Status	Reason For Update	Crossing Type	Crossing Purpose	Crossing Position
908418R	CSX	01/01/2015	Published	Closed	Private	Highway	At Grade
350352V	CSX	01/02/2015	Published	Change in Data		Pathway, Ped.	RR Over

Figure 66. Export and Save a Copy of the Report

Once the report has been exported into the format specified, for Internet Explorer (IE) browser users, you will see a download banner located at the bottom of the browser (Figure 67) with the option to **Open**, **Save**, or **Cancel**. Click on the down arrow located next to the **Save** button, and then select **Save as**.

Note: The steps to saving a file varies depending on if your computer is running on Windows or

Federal Railroad Administration Highway-Rail Crossing Division

Mac and the type of browser you have installed on your computer (Internet Explorer, Firefox, Safari, etc.). The steps documented below are for users using Internet Explorer (IE) browser.

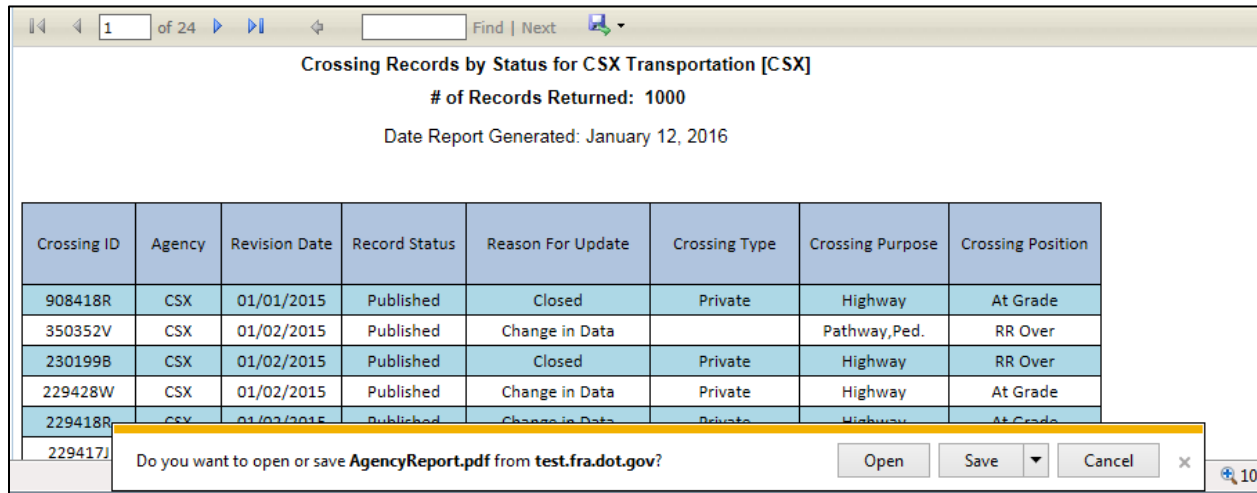


Figure 67. Prompt to Save the File (IE Browser Users)

A **Save as** dialog box will open displaying your computer's file directory. Navigate to the location where you want to save the file, enter a friendly name into the **File name** field, and then press the **Save** button.

Agency Report

1. Click on the **Agency Report** tab.
2. By default, the system will automatically select the **Agency Type** and **Agency** based on the agency that you are registered for.
3. Select a value for **Date Range**. You may filter the results further by selecting a value for **Record Status**, **Reason for Update**, **Crossing Type**, **Crossing Purpose**, or **Crossing Position**.
4. Press the **Generate Report** button.
5. When the report is ready for viewing, it will be displayed below the filter parameters (Figure 68).

Federal Railroad Administration Highway-Rail Crossing Division

This report shows information for records that have been saved, published, or expired for States, Railroads, and Transit agencies. The report may be filtered by selecting the desired information from the drop-down menus provided. Anything marked with a red asterisk is required.

NOTE: For reports that return over 1,000 records, only the first 1,000 records will be exported to an Excel, Word, or PDF format

Agency Type:* Agency:* Date Range:* From To

Record Status: Reason for Update:

Crossing Type: Crossing Purpose: Crossing Position:

1 of 24 Find | Next

Crossing Records by Status for CSX Transportation [CSX]
 # of Records Returned: 1000
 Date Report Generated: January 12, 2016

Crossing ID	Agency	Revision Date	Record Status	Reason For Update	Crossing Type	Crossing Purpose	Crossing Position
908418R	CSX	01/01/2015	Published	Closed	Private	Highway	At Grade
350352V	CSX	01/02/2015	Published	Change in Data		Pathway,Ped.	RR Over
230199B	CSX	01/02/2015	Published	Closed	Private	Highway	RR Over
229428W	CSX	01/02/2015	Published	Change in Data	Private	Highway	At Grade
229418R	CSX	01/02/2015	Published	Change in Data	Private	Highway	At Grade
229417J	CSX	01/02/2015	Expired	Change in Data	Private	Highway	At Grade

Figure 68. Agency Report Generated

Overdue Summary Report

1. Click on the **Overdue Summary Report** tab.
2. Press the **Generate** button.
3. When the report is ready for viewing, it will be displayed below the Generate button (Figure 69).

This report shows a summary of all agencies that have not updated their inventory records on time.

1 of 1 Find | Next

Overdue Summary Report
 Date Report Generated: January 12, 2016

Railroad	# of Overdue Crossings	Total Crossings	% of Crossings Overdue
CSX	1579	53409	2.96%

1 of 1

Figure 69. Overdue Summary Report

Federal Railroad Administration Highway-Rail Crossing Division

Days Overdue Report

1. Click on the **Days Overdue Report** tab.
2. You can generate the report to return the results for a specific agency by completing the **Agency Type** and **Agency** field.
Note: This is optional.
3. Press the **Generate** button.
4. When the report is ready for viewing, it will be displayed below the Generate button (Figure 70).

Agency Report | Overdue Summary Report | **Days Overdue Report**

This report shows the agencies that have not updated their inventory records on time. You may filter the results either by using the Agency Type and Agency drop-down menus below.
NOTE: For reports that return over 1,000 records, only the first 1,000 records will be exported to an Excel, Word, or PDF format

Agency Type: Agency:

1 of 24 Find | Next

Days Overdue Report
of Crossings Overdue: 1000
Date Report Generated: January 12, 2016

Crossing ID	Railroad	Revision Date	Crossing Type	Crossing Purpose	Crossing Position	# of Days Overdue
621532T	CSX	08/15/1988		Pathway, Ped.	At Grade	8916
628390D	CSX	10/03/1989	Private	Highway	At Grade	8502
628391K	CSX	10/03/1989	Private	Highway	At Grade	8502
624601J	CSX	12/31/1989	Private	Highway	At Grade	8413
624602R	CSX	12/31/1989	Private	Highway	At Grade	8413
626372Y	CSX	12/31/1997	Private	Highway	At Grade	5491
147083A	CSX	01/17/1998	Private	Highway	At Grade	5474
637899L	CSX	02/05/1998	Public	Highway	At Grade	5455

Figure 70: Days Overdue Report

GCIS Help

GCIS provides a **Help** section containing frequently asked questions (FAQs), documents available for download, system/application release notes, and contact information. GCIS Q&As can be found under the FAQs tab, documentation is located under the **Reference Documents** tab, and information on how to contact FRA for support can be found under the **Contact FRA** tab (Figure 71).

Federal Railroad Administration Highway-Rail Crossing Division

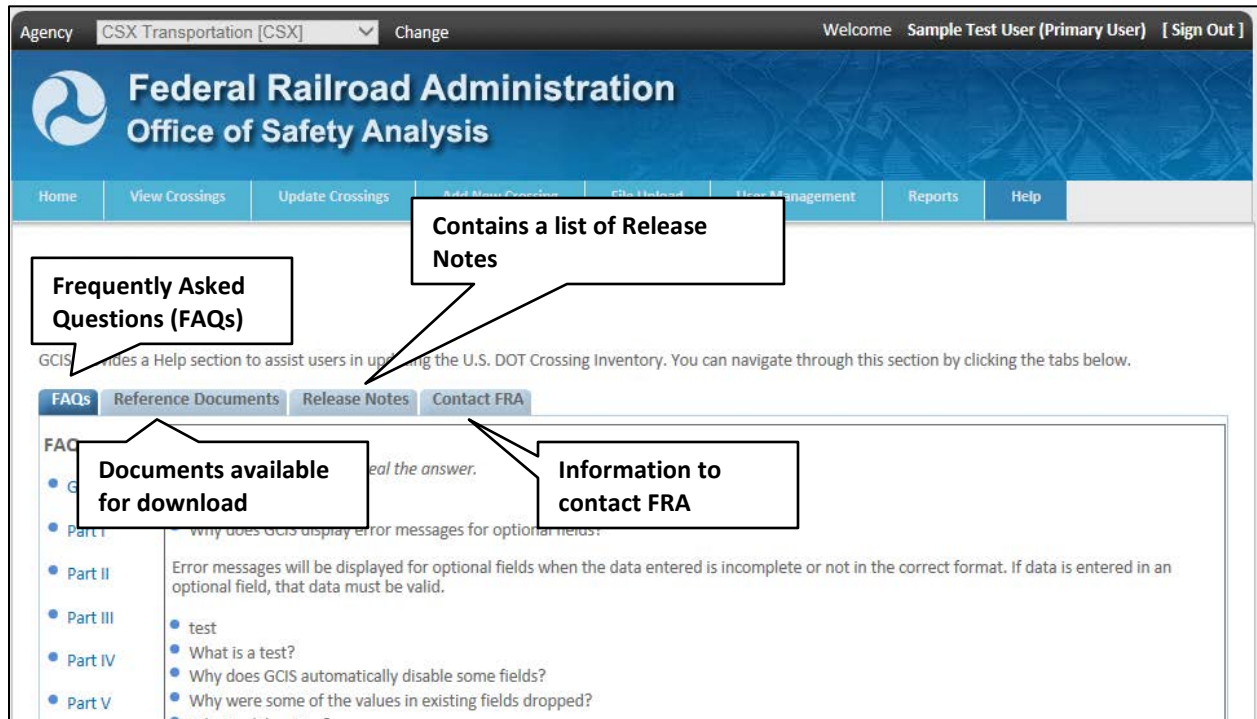


Figure 71. GCIS Help Page

FAQs

1. Ensure that the FAQs tab is selected. If not, click on the **FAQs** tab.
2. Click on any of the links to the left (**General, Part I, Part II, Part III, Part IV, Part V, Public API, Secure API**).
3. The corresponding questions and answers (Q&As) will be displayed in the right section.
4. Click on a question to reveal the answer (Figure 72).

Federal Railroad Administration Highway-Rail Crossing Division

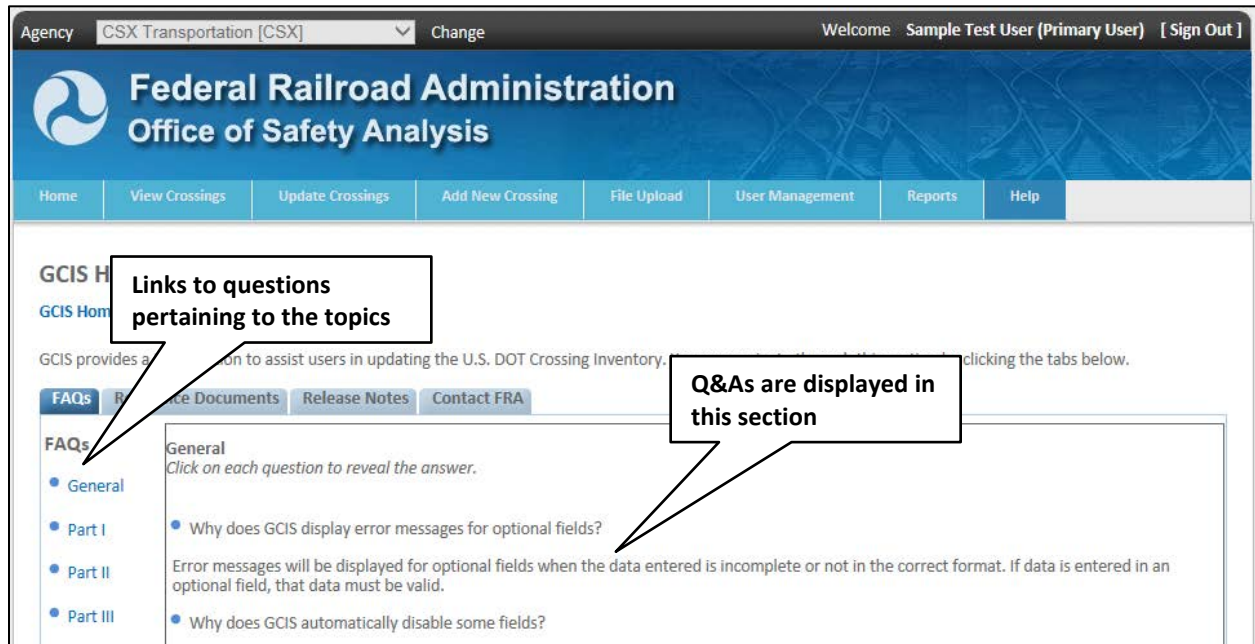


Figure 72. FAQs Section

Reference Documents

1. Click on the **Reference Documents** tab (Figure 73).

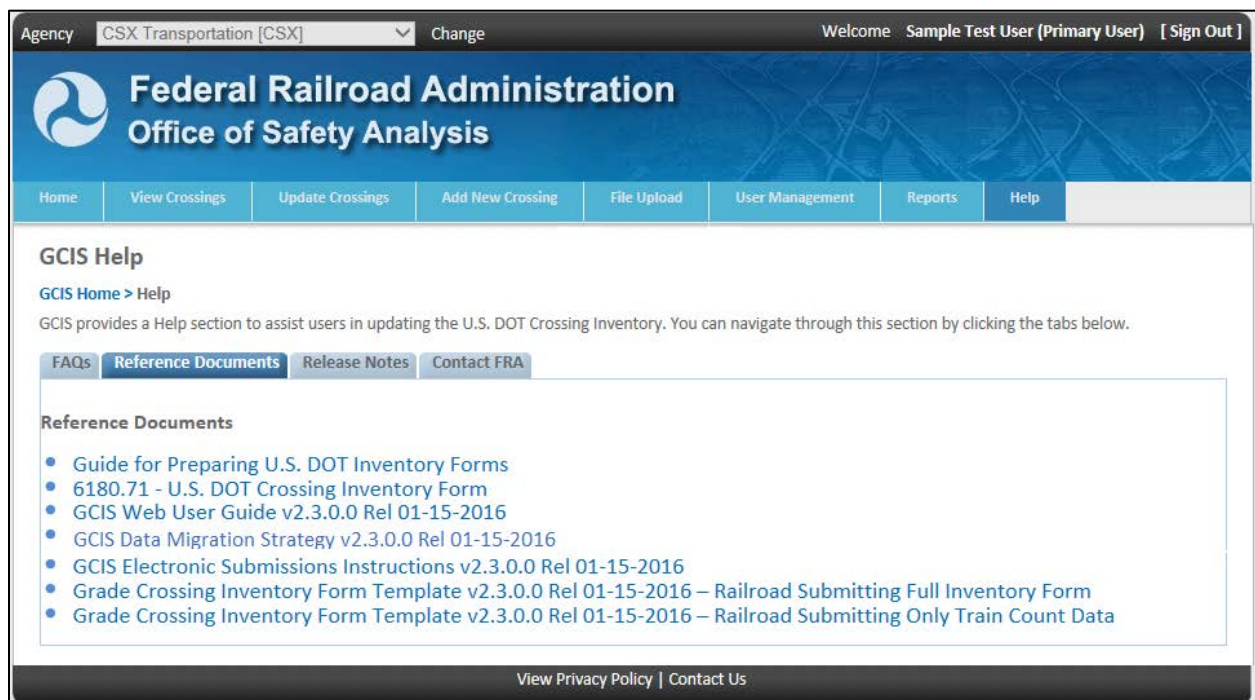


Figure 73. Reference Documents Section

2. Click on the appropriate link to begin the process for downloading a copy of the

Federal Railroad Administration Highway-Rail Crossing Division

document to view or save on your computer.

Note: Depending on your browser type (Internet Explorer, Safari, Firefox, etc.), the process for opening or downloading and saving a copy of the file may vary.

Release Notes

1. Click on the **Release Notes** tab.

Information pertaining to each versions that were published along with the dates and release notes will be displayed in this section (Figure 74).

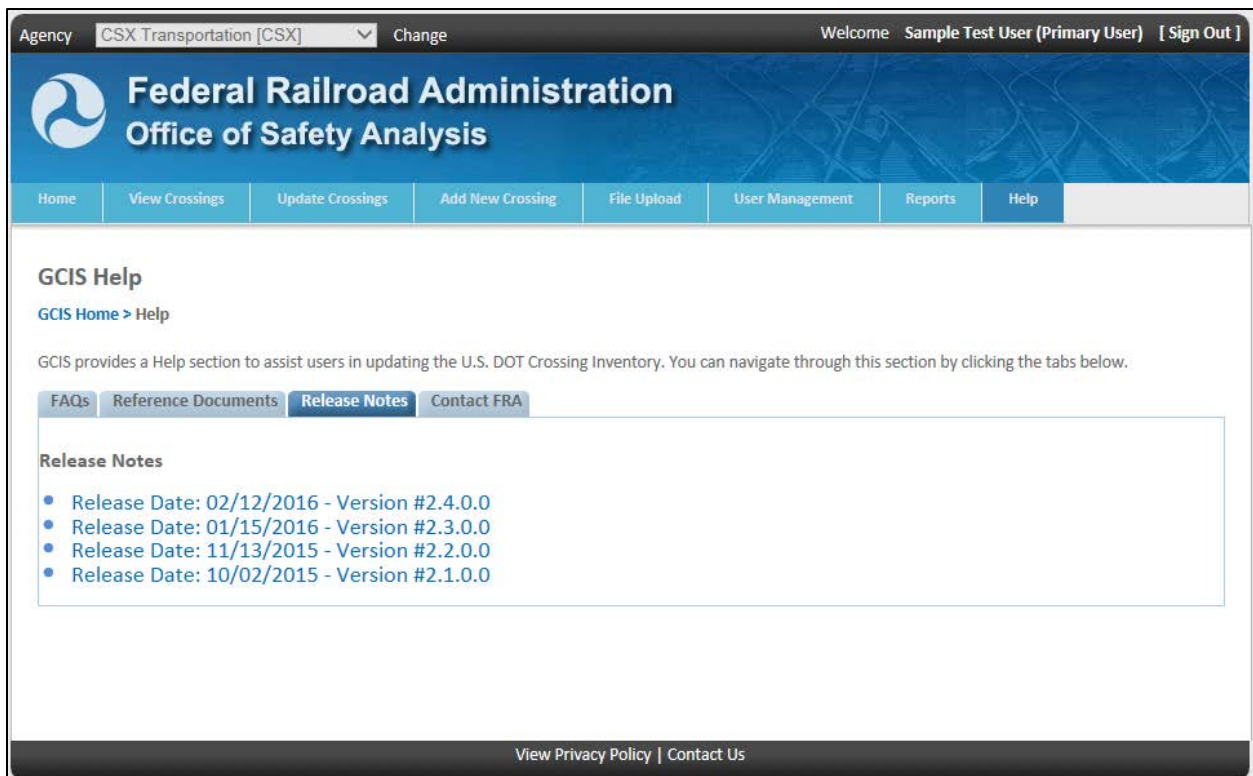


Figure 74: Release Notes Section

Contact FRA

1. Click on the **Contact FRA** tab.

Information to contact FRA via email, phone, or mailing correspondence will be displayed in this section (Figure 75).

Federal Railroad Administration Highway-Rail Crossing Division



Figure 75. Contact FRA Section

Section 3. User Account Registration

In order to access GCIS v2.0, all users must register through the **User Account Registration**, which the link can be found on the **Sign In** page.

Note:

- *Each agency can have only one registered Primary User and multiple Secondary Users*
- *Each email address can only be registered with one agency. If you register for multiple agencies, you can email RSISRXIUpdates@dot.gov and request that one email address be associated with all agencies. You must first register for all agencies before the association can be requested.*
- *To gain access to multiple agencies crossing records, you must either (1) register using a different email address (that have not previously been registered) for the additional agency(s) or (2) submit [Delegations](#) request to FRA*

The following section takes you through the process of registering with GCIS v2.0 and resetting your temporary password.

New Account

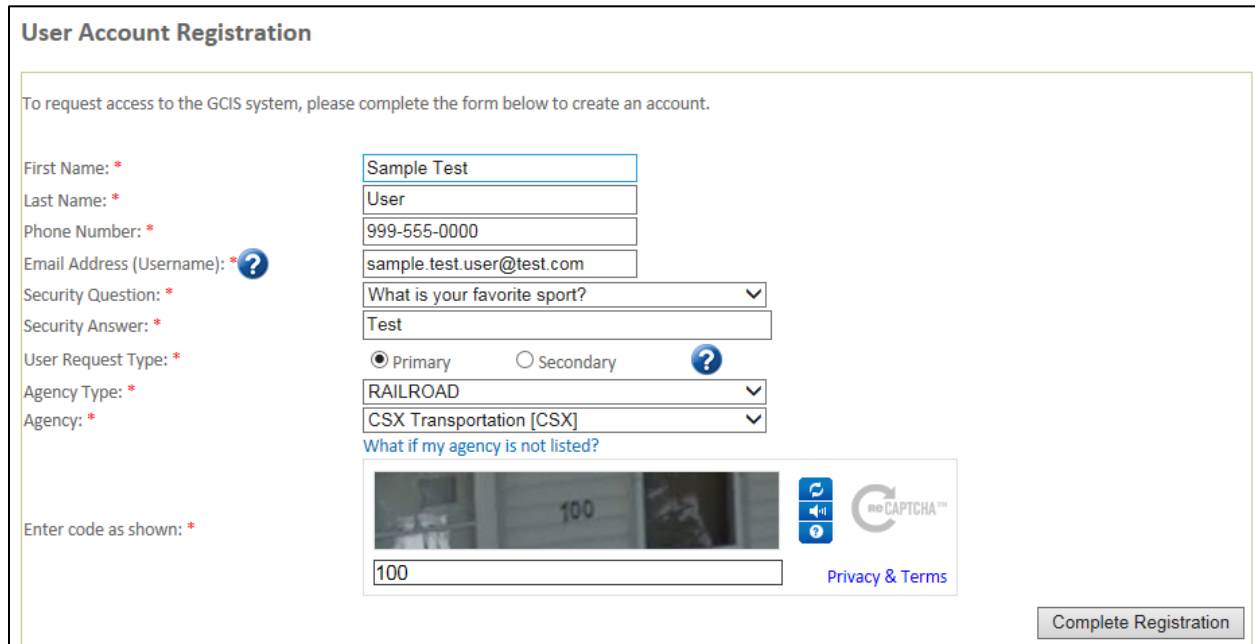
1. Go to the GCIS Sign In page, and then click on the **Register** link located in the top right corner of the page header or within the body of the page. The **User Account Registration** page will display (Figure 76).



Figure 76. Register Link on Sign In Page

2. Complete the **First Name, Last Name, Phone Number, Email Address (Username), Security Question, Security Answer, User Request Type, Agency Type, Agency**.
3. For the **reCaptcha** field, enter the code as shown in the figure. If you are unable to read the text displayed, press the button to generate a new set of code.
Note: All fields marked with a red asterik (*) indicates that it is required.
4. Once completed, press the **Complete Registration** button.

Federal Railroad Administration Highway-Rail Crossing Division



User Account Registration

To request access to the GCIS system, please complete the form below to create an account.

First Name: * Sample Test
Last Name: * User
Phone Number: * 999-555-0000
Email Address (Username): * ? sample.test.user@test.com
Security Question: * What is your favorite sport? ▾
Security Answer: * Test
User Request Type: * Primary Secondary ?
Agency Type: * RAILROAD ▾
Agency: * CSX Transportation [CSX] ▾
[What if my agency is not listed?](#)

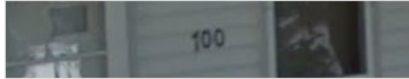

Enter code as shown: *  
100 [Privacy & Terms](#)

Figure 77. User Account Registration Page Filled Out

5. If the registration was successfully submitted, a confirmation page will display with a message indicating that the request was successfully submitted (Figure 78). The registered user will receive an email notification confirming their request and further instructions.



Sign In / Register

 **Federal Railroad Administration**
Office of Safety Analysis

User Account Registration

Complete

Your registration request has been successfully submitted to the Primary User of your Agency. You will receive an email shortly confirming your request.

Figure 78. Registration Successfully Submitted

Multiple Accounts

1. If you register for multiple agencies, you must use a unique email address for each one.
2. Once you have registered, you can email RsisRXIUpdates@dot.gov to request to have one email address associated with all of the agencies.
3. Once complete, you can log in using one email address to access all of your agencies.
4. You can toggle between each agency by selecting the agency from the “Agency” drop-

Federal Railroad Administration Highway-Rail Crossing Division

down list and selecting “Change”.

5. You must be on the Home page to change your agency.
6. The Welcome User section will always display the user type for your home agency.

Reset Password

1. Click on the **Forgot Password?** link located on the **GCIS Sign In** page (Figure 79).

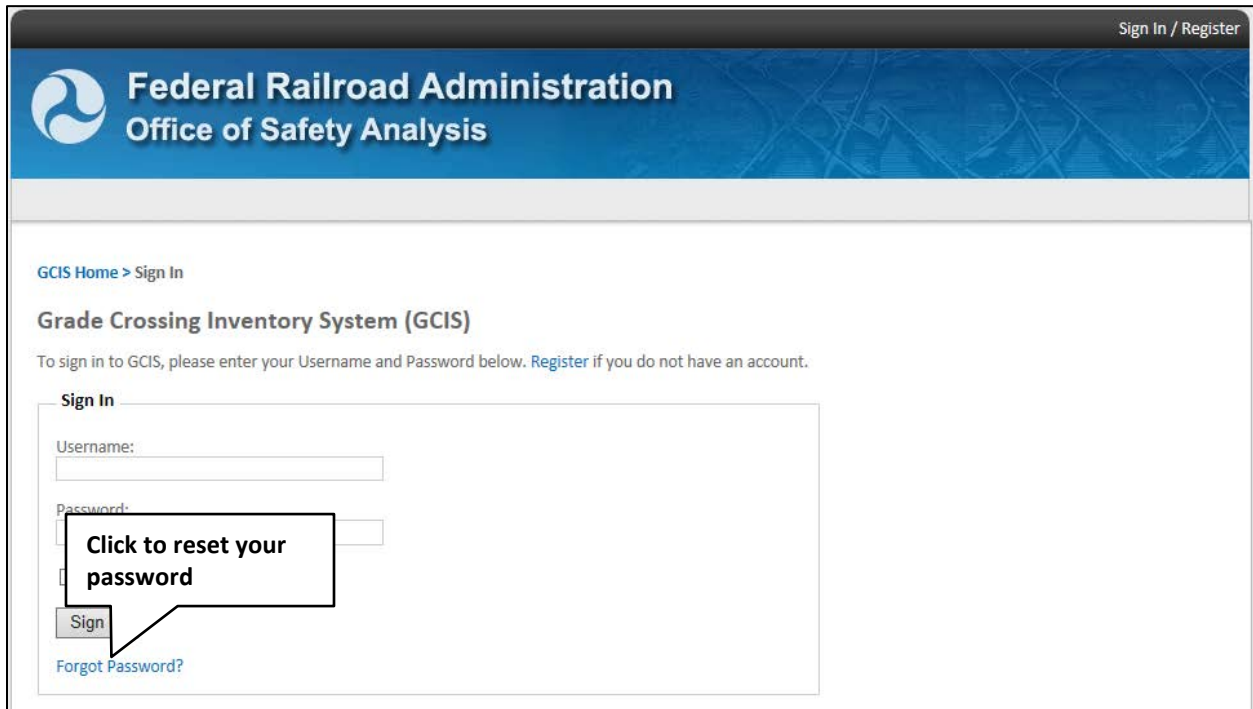


Figure 79. Forgot Password? Link on Sign In Page

2. Enter your **Username** into the field provided and then press the **Next** button.
3. The **Reset Password** page will display. Complete the **Security Answer** and then press the **Change Password** button (Figure 80).

Sign In / Register

Federal Railroad Administration
Office of Safety Analysis

Reset Password

Please provide the answer to your Security Question, then press the **Change Password** button.
If you do not know or do not have a security question or answer, please contact Help Desk Support at (888) 372-9393 (press 1) to reset your password.

Account Information

Username: * sample.test.user@test.com
Security Question: * What is your favorite sport?
Security Answer: *

Cancel Change Password

Figure 790. Security Answer on Reset Password Page

4. If the Security Answer provided is correct, the system will display a Success message (Figure 81). Press the **Continue** button to be redirected back to the **GCIS Sign In** page. The system will send an email notification to the email address on file containing the temporary password with instructions on how to reset your temporary password and log in using the updated login credentials. Follow the instructions provided in the [Changing Temporary Password](#) section to change your temporary password to a permanent password.

Sign In / Register

Federal Railroad Administration
Office of Safety Analysis

Reset Password

Success
A temporary password has been sent to your registered email address. Please follow the instructions provided in the email to reset your password.

Continue

Figure 81. Password Successfully Resetted

Changing Temporary Password

1. On the GCIS Sign In page, enter your Username and temporary password into the **Username** and **Password** fields, and then press the **Sign In** button. System will display the **User Account Confirmation** page (Figure 82).

The screenshot shows the 'User Account Confirmation' page. At the top, there is a navigation bar with 'Agency CSX Transportation [CSX] Change' and 'Welcome Sample Test User (Secondary User) [Sign Out]'. Below this is a blue header with the Federal Railroad Administration logo and 'Office of Safety Analysis'. The main content area is titled 'User Account Confirmation' and includes the instruction 'Please complete the fields below to confirm your account.' The form contains four input fields: 'Username: *' (pre-filled with 'sample.test.user@test.com'), 'Enter Temporary Password: *', 'Enter New Password: *', and 'Confirm New Password: *'. At the bottom of the form are 'Cancel' and 'Change Password' buttons, and a link for 'Password Policy'. A footer at the very bottom contains 'View Privacy Policy | Contact Us'.

Figure 80. User Account Confirmation Page

2. Enter your temporary password into the **Enter Temporary Password** field, which can be found in the email notification you received.
3. Enter the same new password into the **Enter New Password** and **Confirm New Password** fields, and then press the **Change Password** button. To exit without changing your temporary password, press the **Cancel** button.
4. If the temporary password entered is correct and the new password entered passes the password requirement, a Success message will display (Figure 83). Press the **Continue** button to be redirected to the **GCIS Home** page for sign in.

Federal Railroad Administration Highway-Rail Crossing Division

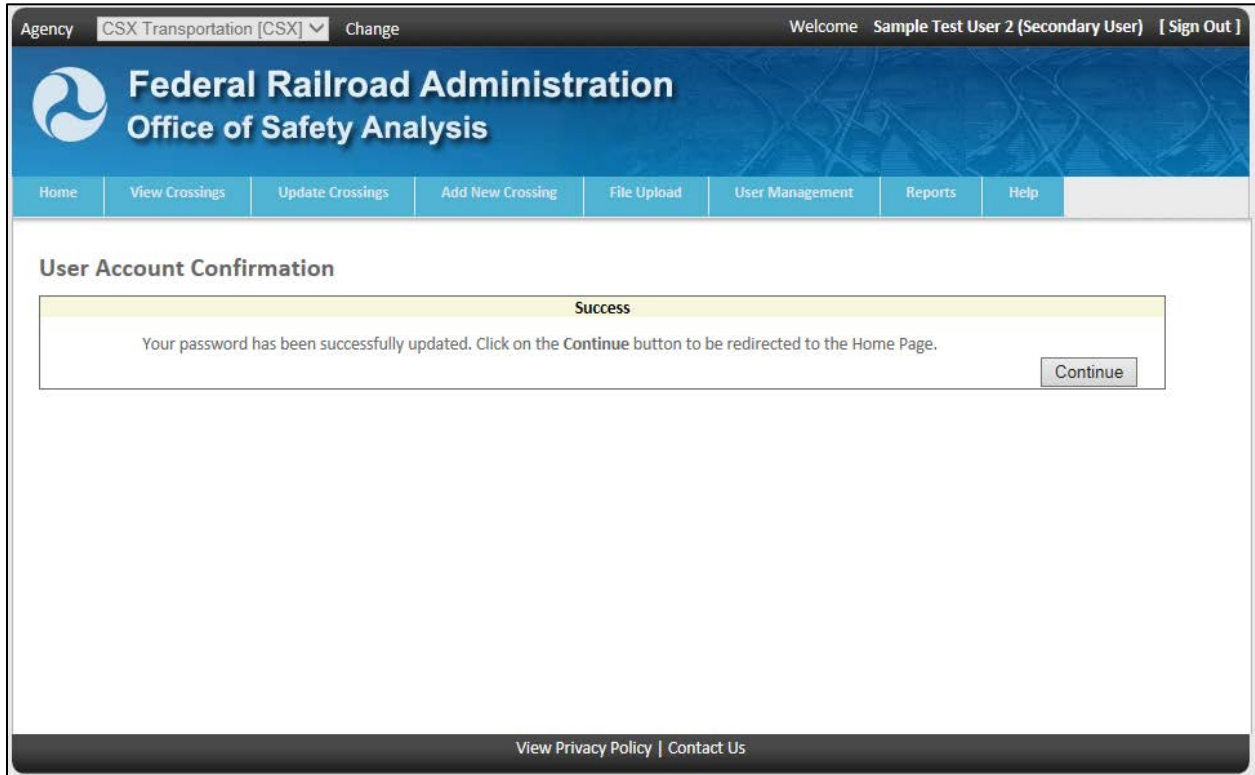


Figure 813. Temporary Password Successfully Updated Message