



FRA Web User Guide
Grade Crossing Inventory System
(GCIS) v2.0

U.S. Department of Transportation
Federal Railroad Administration

Office of Railroad Safety

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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**, and **Help** (Figure 1). Click these tabs to move to different system pages or to access available reference documents.

Note: The **User Management** tab, when moused over, displays an additional sub-menu option.

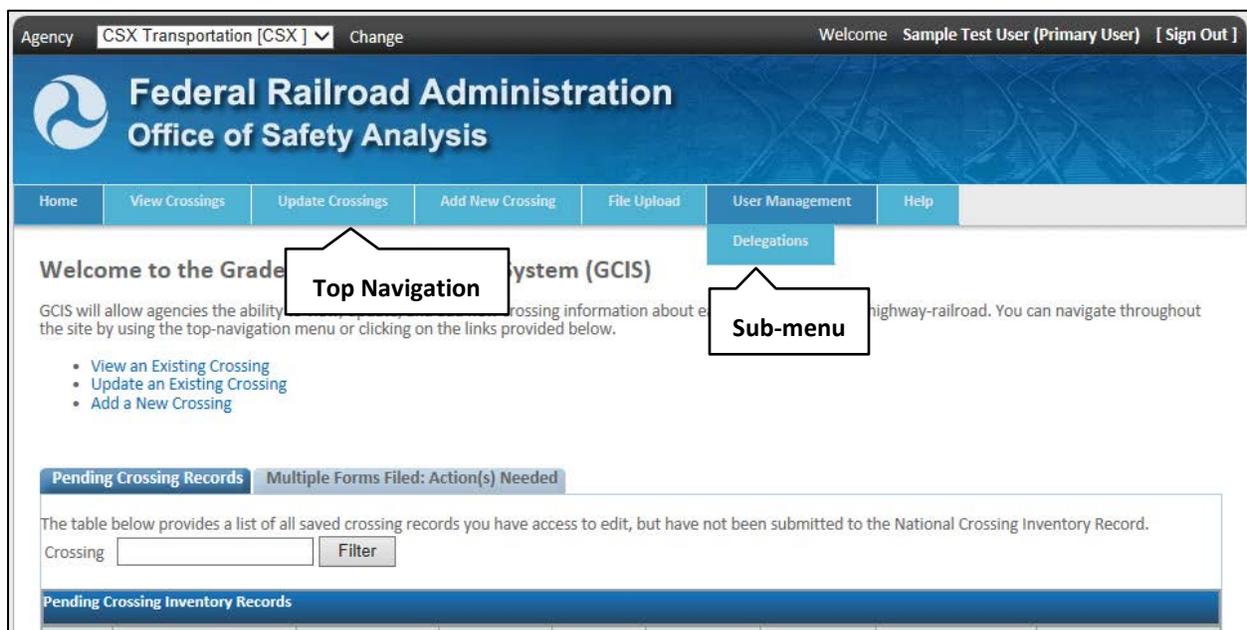


Figure 1. GCIS v2.0 Top Navigation Tabs

Hyperlinks

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

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in blue, indicating that these are hyperlinks.

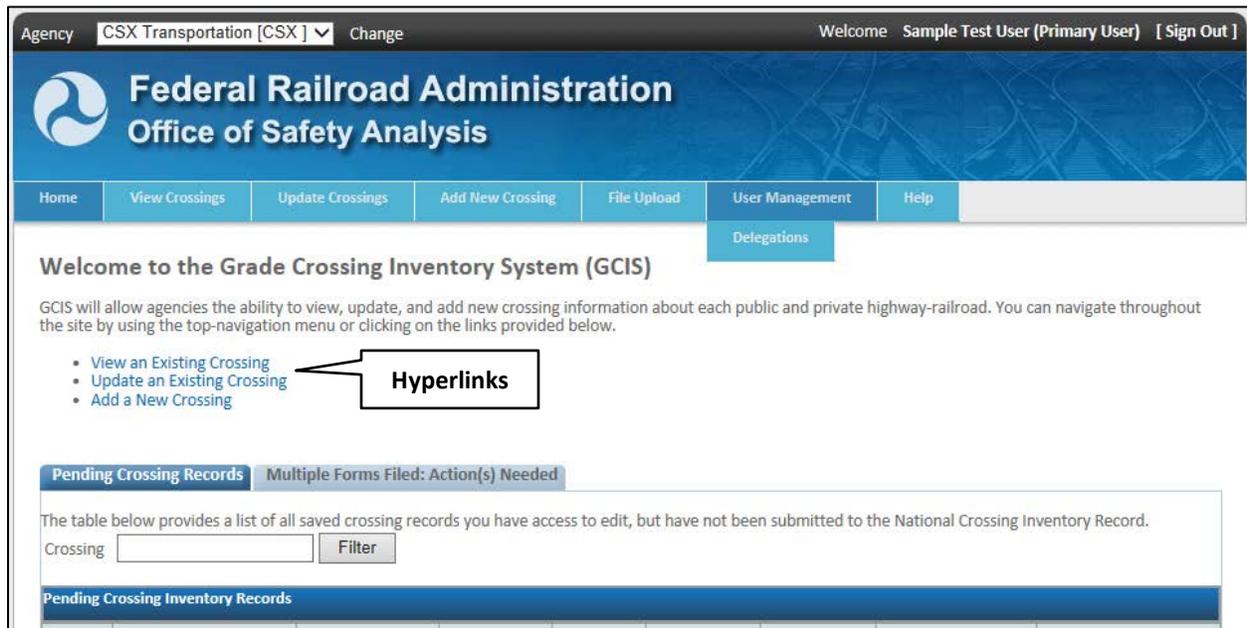


Figure 2. GCIS v2.0 Links

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

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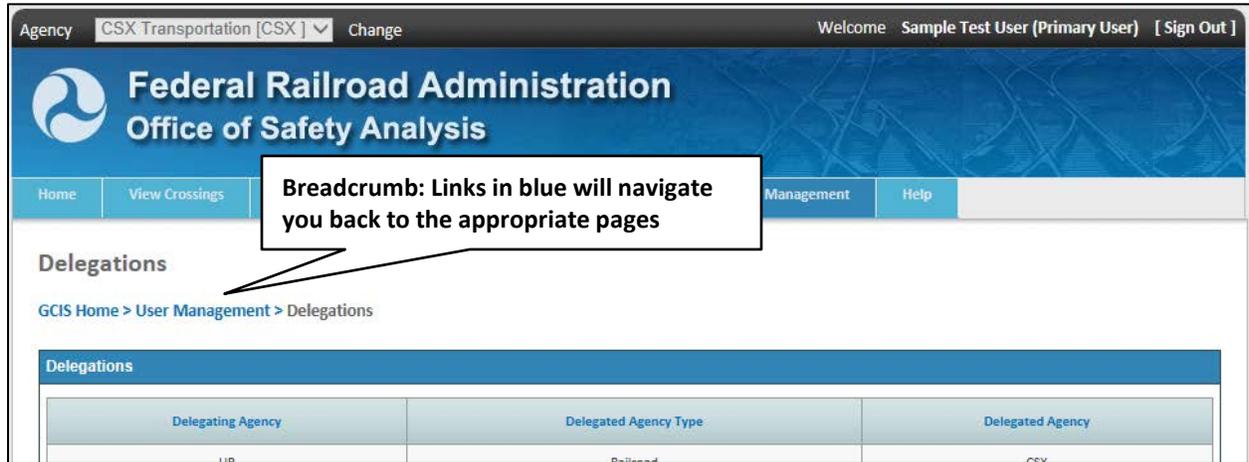


Figure 4. Breadcrumb Navigation Trail

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).



Figure 5. Advance Using Page Numbers

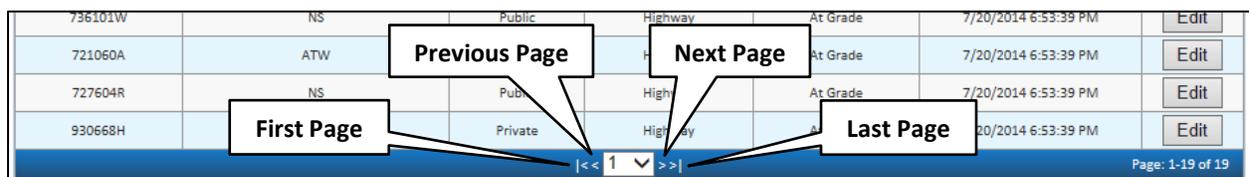


Figure 6. Advance Using Page Arrows

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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).

The screenshot shows the GCIS web interface. At the top, there is a header with the Federal Railroad Administration Office of Safety Analysis logo and name. To the right, it says "Welcome CSX Test User (Primary User) [Sign Out]" and "Agency CSX Transportation [CSX] Change". Below the header is a navigation menu with links: Home, View Crossings, Update Crossings, Add New Crossing, File Upload, User Management, and Help. The main content area has a heading "Welcome to the Grade Crossing Inventory System (GCIS)" and a paragraph explaining the system's purpose. A notification window is overlaid on the page, stating "Your session is about to expire. To continue with the same session, click on the Extend button. Otherwise, click on the End Session button." Below the notification are two buttons: "Extend" and "End Session". Underneath the notification, there is a section for "Pending Crossing Records" with a sub-heading "Multiple Forms Filed: Action(s) Needed". It includes a search box for "Crossing" and a "Filter" button. Below this is a table titled "Pending Crossing Inventory Records" with columns: CrossingID, Primary Operating Railroad, Report Type, Submission Type, Crossing Type, Crossing Purpose, Crossing Position, Date Modified, and Action. The table contains two rows of data.

CrossingID	Primary Operating Railroad	Report Type	Submission Type	Crossing Type	Crossing Purpose	Crossing Position	Date Modified	Action
346720B		Bulk Upload Error	File Upload				8/28/2014 11:39:19 AM	Edit Cancel
350148W	CSX	Full Inventory Record	File Upload	Private	Highway	At Grade	8/28/2014 11:39:24 AM	Edit Cancel

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 filed records (Figure 8).

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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 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	Report Type	Submission Type	Crossing Type	Crossing Purpose	Crossing Position	Date Modified	Action
346720B		Bulk Upload Error	File Upload				8/28/2014 11:39:19 AM	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>
350148W	CSX	Full Inventory Record	File Upload	Private	Highway	At Grade	8/28/2014 11:39:24 AM	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>
839914V	CSX	Full Inventory Record	File Upload	Public	Highway	RR Under	8/28/2014 11:39:21 AM	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>
839920Y	CSX	Full Inventory Record	File Upload	Private	Highway	At Grade	8/28/2014 11:39:22 AM	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>
839922M	CSX	Full Inventory Record	File Upload	Private	Highway	At Grade	8/28/2014 11:39:20 AM	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>
839924B	CSX	Full Inventory Record	File Upload	Private	Highway	At Grade	8/28/2014 11:39:22 AM	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>

<< 1 >> Page: 1-1 of 1

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

Figure 8. GGIS 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 will be discussed further under the Delegations section.

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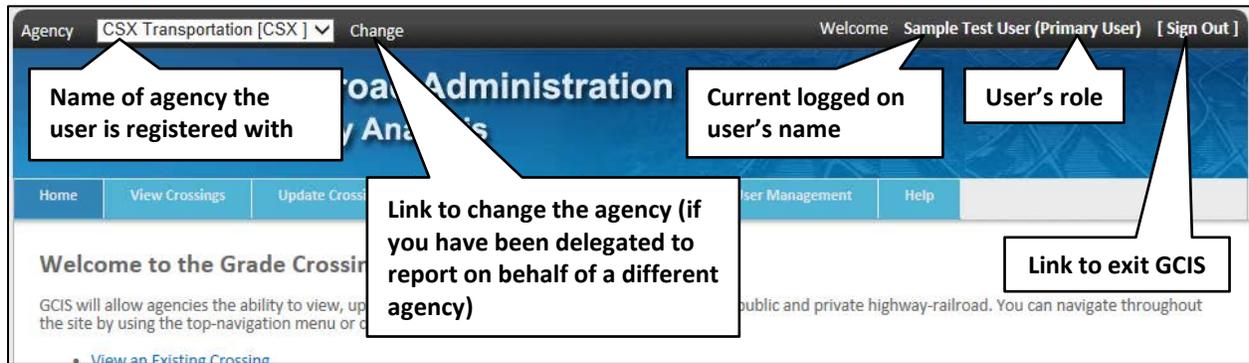


Figure 9. GCIS v2.0 Site Header

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.



Figure 11. Home Page Quick Links

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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.

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.

Pending Crossing Records Tab

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

CrossingID	Primary Operating Railroad	Report Type	Submission Type	Crossing Type	Crossing Purpose	Crossing Position	Date Modified	Action	
346720B		Bulk Upload Error	File Upload				8/28/2014 11:39:19 AM	Edit	Cancel
350148W	CSX	Full Inventory Record	File Upload	Private	Highway	At Grade	8/28/2014 11:39:24 AM	Edit	Cancel
350149D	CSX	Full Inventory Record	File Upload	Private	Highway	At Grade	8/28/2014 11:39:24 AM	Edit	Cancel
350150X	CSX	Full Inventory Record	File Upload	Private	Highway	At Grade	8/28/2014 11:39:25 AM	Edit	Cancel
630749E	CSX	Full Inventory Record	File Upload	Public	Highway	At Grade	8/28/2014 11:39:23 AM	Edit	Cancel

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).

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The screenshot shows the Federal Railroad Administration Office of Safety Analysis web application. At the top, the user is logged in as 'Sample Test User (Primary User)'. The navigation menu includes 'Home', 'View Crossings', 'Update Crossings', 'Add New Crossing', 'File Upload', 'User Management', and 'Help'. The main content area is titled 'Welcome to the Grade Crossing Inventory System (GCIS)'. Below the welcome message, there is a confirmation dialog box with the text: 'Are you sure you want to cancel this pending crossing record for Crossing Number '346720B'? This action cannot be undone.' The dialog has 'Yes' and 'No' buttons. To the left of the dialog, there are links for 'View an Existing Crossing', 'Update an Existing Crossing', and 'Add a New Crossing'. Below the dialog, there are two tabs: 'Pending Crossing Records' and 'Multiple Forms Filed: Action(s) Needed'. The 'Multiple Forms Filed: Action(s) Needed' tab is active. Below the tabs, there is a table with the following data:

CrossingID	Primary Operating Railroad	Report Type	Submission Type	Crossing Type	Crossing Purpose	Crossing Position	Date Modified	Action
346720B		Bulk Upload Error	File Upload				8/28/2014 11:39:19 AM	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.

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The screenshot shows the GCIS web application interface. At the top is a navigation menu with tabs: Home, View Crossings, Update Crossings, Add New Crossing, File Upload, User Management, and Help. Below the menu is a welcome message: "Welcome to the Grade Crossing Inventory System (GCIS)". A callout box points to the "Multiple Forms Filed: Action(s) Needed" tab, which is highlighted in blue. Below the tab is a table with the following data:

Crossing Number	Primary Operating Railroad	Crossing Type	Crossing Purpose	Crossing Position	Date Modified	Action
909019H	ALS	Private	Highway	At Grade	7/20/2014 6:53:39 PM	Edit
373665A	INRD	Public	Highway	At Grade	7/20/2014 6:53:39 PM	Edit
503344E	NS	Public	Highway	At Grade	7/20/2014 6:53:39 PM	Edit
732234A	TSRR	Public	Highway	At Grade	7/20/2014 6:53:39 PM	Edit
284628C	GTW	Public	Highway	RR Over	7/20/2014 6:53:39 PM	Edit
258197U	GTW	Public	Highway	At Grade	7/20/2014 6:53:39 PM	Edit

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

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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, 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 'Online Grade Crossing Inventory' form for CSX Transportation. The form is divided into several sections, with callouts highlighting various features:

- Agency:** CSX Transportation [CSX] Change
- User:** Welcome Sample Test User (Primary User) [Sign Out]
- Navigation:** Home, Crossings, Update Crossings, Add New Crossing, File Upload, User Management
- Form Sections:** Part I, Part II, Part III, Parts IV and V
- Callouts and Features:**
 - Link allowing you to save a PDF copy of the crossing record:** Save a PDF Copy
 - Tabs to navigate to the different parts of the form:** Part I, Part II, Part III, Parts IV and V
 - DOT Crossing Inventory Number:** 626889A
 - Reporting Instructions:** Instructions for the initial reporting of the following types of new or previously reported crossings...
 - Calendar control:** A. Revision Date (09/03/2014)
 - Disabled field control:** D. Crossing Inventory Number (626889A)
 - Drop-down list control:** 1. Primary Operating Railroad (CSX Transportation [CSX]), 2. State (Select One.....), 4. City/Municipality (In, Near), 5. Street/Road Name & Block Number (Street/Road Name, Block Number), 6. Highway Type & No.
 - Open text field control:** 9. Railroad Division or Region, 11. Branch or Line Name, 12. RR Milepost (prefix, nnnn.nnn, suffix)
 - Radio button controls:** 7. Do Other Railroads Operate a Separate Track at Crossing?, 8. Do Other Railroads Operate Over Your Track at Crossing?
 - Checkbox controls:** 17. Crossing Type (Public, Private), 19. Crossing Position (At Grade, RR Under, RR Over), 20. Public Access (If Private Crossing) (Yes, No), 21. Type of Train (Freight, Intercity Passenger, Commuter, Transit, Shared Use Transit, Tourist/Other)
 - Enabled field control:** 16. Crossing Owner (if applicable) (Count Per Day: Less Than One Per Day, Number per day)

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

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Part I: Location and Classification Information					
1. Primary Operating Railroad CSX Transportation [CSX]		2. State FL		3. County HILLSBOROUGH	
4. City/Municipality <input type="radio"/> In TAMPA <input checked="" type="radio"/> Near		5. Street/Road Name & Block Number ARMENIA AVE <small>(Street/Road Name)</small> <input type="text"/> <small>*(Block Number)</small>		6. Highway Type & No CR 587	
7. Do Other Railroads Operate a Separate Track at Crossing? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, Specify RR Select One....., Select One....., Select One.....			8. Do Other Railroads Operate Over Your Track at Crossing? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, Specify RR Select One....., Select One....., Select One.....		
9. Railroad Division or Region JACKSONVILLE <input type="checkbox"/> None		10. Railroad Subdivision or District CLEARWATER <input type="checkbox"/> None		11. Branch or Line Name <input type="text"/> <input type="checkbox"/> None	
12. RR Milepost <input type="text"/> 0851.32 <small>(prefix) nnnn.nnn (suffix)</small>		13. Line Segment * SY		14. Nearest RR Timetable Station * SULPHUR SPRGS	
15. Parent RR (if applicable) Select One..... <input type="checkbox"/> N/A		16. Crossing Owner (if applicable) <input type="text"/> <input type="checkbox"/> N/A			
17. Crossing Type <input checked="" type="radio"/> Public <input type="radio"/> Private		18. Crossing Purpose <input checked="" type="radio"/> Highway <input type="radio"/> Pathway, Ped. <input type="radio"/> Station, Ped.		19. Crossing Position <input checked="" type="radio"/> At Grade <input type="radio"/> RR Under <input type="radio"/> RR Over	
20. Public Access (if Private Crossing) <input type="radio"/> Yes <input checked="" type="radio"/> No		21. Type of Train (Check all that apply) <input type="checkbox"/> Freight <input type="checkbox"/> Intercity Passenger <input type="checkbox"/> Commuter <input type="checkbox"/> Transit <input type="checkbox"/> Shared Use Transit <input type="checkbox"/> Tourist/Other		22. Average Passenger Train Count Per Day <input type="radio"/> Less Than One Per Day <input type="radio"/> Number per day <input type="text"/> 0	
23. Type of Land Use <input type="radio"/> Open Space <input type="radio"/> Farm <input type="radio"/> Residential <input checked="" type="radio"/> Commercial <input type="radio"/> Industrial <input type="radio"/> Institutional <input type="radio"/> Recreational <input type="radio"/> RR Yard					
24. Is there an Adjacent Crossing with a Separate Number? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, Provide Crossing Number <input type="text"/>			25. Quiet Zone (FRA Provided) <input checked="" type="radio"/> No <input type="radio"/> 24 hr <input type="radio"/> Partial <input type="radio"/> Chicago Excused Date Established <input type="text"/>		
26. HSR Corridor ID <input type="text"/> <input type="checkbox"/> N/A		27. Latitude in decimal degrees (WGS84 std nn.nnnnnn) 28.0330487		28. Longitude in decimal degrees (WGS84 std -nnn.nnnnnn) -82.4841258	
29. Lat/Long Source <input checked="" type="radio"/> Actual <input type="radio"/> Estimated		30.A. Railroad Use * <input type="text"/>			
30.B. Railroad Use * <input type="text"/>				31.A. State Use * <input type="text"/>	
30.C. Railroad Use * <input type="text"/>				31.B. State Use * <input type="text"/>	
30.D. Railroad Use * <input type="text"/>				31.C. State Use * <input type="text"/>	
30.E. Railroad Use * <input type="text"/>				31.D. State Use * <input type="text"/>	
32.A. Narrative (Railroad Use) * <input type="text"/>			32.B. Narrative (State Use) * <input type="text"/>		
33. Emergency Notification Telephone No.(Posted) 800-232-0144		34. Railroad Contact (Telephone No.) <input type="text"/>		35. State Contact (Telephone No.) 850-414-4500	

Figure 18. Part I: Location and Classification Information

Part II. Railroad Information

This section allows you to report data unique to their operations. For example, a railroad would use this section to list the train counts, speed of trains, year of train count data, etc.

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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 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) <input type="text"/> <input type="checkbox"/> Not Required	3.G. Wayside Horn <input type="radio"/> Yes <input type="radio"/> No Installed on (MM/YYYY) <input type="text"/>	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 Signs	4.C. Highway Traffic Signal Preemption <input checked="" type="radio"/> Simultaneous <input type="radio"/> Advanced	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 Device (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? (Street lights within approx. 50 feet from nearest rail) <input type="radio"/> Yes <input type="radio"/> No			
5. Crossing Surface (on Main Track, multiple types allowed)		Installation Date *(MM/YYYY) <input type="text"/>	Width * <input type="text"/> Length * <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 (specify) <input type="text"/>			
6. Intersecting Roadway within 500 feet? If Yes, Approximate Distance (feet) <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? * <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) *		6. LRS Milepost *	
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 breadcrumb trail is 'Home > View Crossings > Update Crossings > Add New Crossing > File Upload > User Management > Online Grade Crossing Inventory Form'. The current page is 'New Crossing > Grade Crossing Inventory Form'. A 'Crossing ID = 509642A' is displayed. The form contains several sections: 'Reporting Instructions', 'Header' (A. Revision Date: 09/03/2014; B. Reporting Agency: Railroad; C. Reason for Update: Select One...; D. DOT Crossing Inventory Number: 509642A), 'Part I: Railroad Information' (1. Primary Operating Railroad: Open text field control; 11. Branch Line Name: Open text field control; 12. RR Milepost: prefix, nnnn.nnn, suffix; 22. Average Passenger Volume: Disabled field control), and 'Part II: Railroad Information' (1. Estimated Number of Trains: 1.A. Total Day (6 AM to 6 PM): Enabled field control; 1.C. Total Switching Trains: Enabled field control; 2. Year of Train Count Data (YYYY): Enabled field control). The form includes 'Save' and 'Submit' buttons, and a 'Save a PDF Copy' link. Callouts identify various UI controls: '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 'Change' link. The user is logged in as 'Sample Test User (Primary User)' with a 'Sign Out' link. Below the navigation bar is a blue header with the FRA logo and the text 'Federal Railroad Administration Office of Safety Analysis'. A secondary navigation bar contains links for 'Home', 'View Crossings', 'Update Crossings', 'Add New Crossing', 'File Upload', 'User Management', 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 the page allows viewing a record 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 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 Corp. [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 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 = 536639N

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 08/25/2014	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 536639N
--------------------------------	---	--------------------------------------	---

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? <input type="checkbox"/>
2. Year of Trail 2014	3.B. ... Change Over Crossing (mph) ... to 100		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**

View Privacy Policy | Contact Us

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.

1. Click the **Update Crossings** tab in the top navigation (or the **Update an Existing**

Federal Railroad Administration Highway-Rail Crossing Division

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. A user greeting 'Welcome Sample Test User (Primary User) [Sign Out]' is visible on the right. Below the navigation bar is a blue header with the agency logo and name. A secondary navigation bar contains links for 'Home', 'View Crossings', 'Update Crossings', 'Add New Crossing', 'File Upload', 'User Management', and 'Help'. The main content area is titled 'Update an Existing Crossing Inventory Record' and includes a breadcrumb trail 'GCIS Home > Update Existing Crossing'. A text block explains the purpose of the page: '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.' 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 selecting **Date Change Only**, all fields will be disabled except for box **A. Revision Date**.

Federal Railroad Administration Highway-Rail Crossing Division

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

Online Grade Crossing Inventory Form

GCIS Home > Update Existing Crossing > 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 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 2.K., and the Submission Information section. For public pathway grade crossings (including the Submission Information section. For Private pathway grade crossings, complete section. For grade-separated highway rail or pathway crossings (including pedestrian information section. For changes to existing data, complete the Header, Part I Items 1-6 fields. An asterisk * denotes an optional field.

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

A. Revision Date: 09/03/2014

B. Reporting Agency: Railroad State Transit FRA Internal

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

D. DOT Crossing Inventory Number: 626889A

1. Primary Crossing: Defaults to current date

2. Agency: Defaults to the agency you are registered with

3. County: Select One.....

4. Crossing Location: In Near

5. Street/Road Name: (Street/Road Name)

6. Highway Type & No: *

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: None

10. Railroad Subdivision or District: None

11. Branch or Line Name: None

12. RR Milepost: (prefix) nnnn.nnn (suffix)

13. Line Segment * None

14. Nearest RR Timetable Station * None

15. Parent RR (if applicable): Select One..... N/A

16. Crossing Owner (if applicable): N/A

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 (if Private Crossing): Yes No

21. Type of Train (Check all that apply): Freight Intercity Passenger Commuter Transit Shared Use Transit Tourist/Other

22. Average Passenger Train Count Per Day: Less Than One Per Day Number per day

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 (FRA Provided): No 24 hr Partial Chicago Excluded

26. HSR Corridor ID: N/A

27. Latitude in decimal degrees (WGS84 std nn.nnnnnnn)

28. Longitude in decimal degrees (WGS84 std -nnn.nnnnnnn)

29. Lat/Long Source: Actual Estimated

30.A. Railroad Use *

30.B. Railroad Use *

30.C. Railroad Use *

31.A. State Use *

31.B. State Use *

31.C. State Use *

31.D. State Use *

32. Narrative (State Use) *

33. Emergency Notification Telephone No. (Posted):

35. State Contact (Telephone No.):

Save a PDF copy of the crossing record

Save to update at a later time

Submit for validation

Save Submit

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.

Figure 29. Message Indicating the Record Failed Validation

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

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

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 08/26/2014	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 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 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

Federal Railroad Administration Highway-Rail Crossing Division

and return to the home page by pressing the **Exit** button.

The screenshot shows a web form with a central blue dialog box. The dialog box contains the text: "The crossing record has been successfully submitted to the GCIS database. Do you want to save a PDF copy?". Below the text are two buttons: "Exit" and "Save a PDF Copy". The background form includes fields for "Flashing Light Pairs" (value 9), "Active Warning Devices" (with a checked "Not Required" option), "Wayside Horn" (radio buttons for Yes/No), "Highway Traffic Signals" (radio buttons for Yes/No), "Bells (count)" (value 2), "Non-Train Active Warning" (radio buttons for Flagging/Flagman/Manually Operated), "Does Nearby Hwy Intersection have Traffic Signals?" (radio buttons for Yes/No), "Hwy Traffic Signal Interconnection" (checkboxes for Not Interconnected, For Traffic Signals, For Warning Signs), "Signal Preemption" (radio buttons for Simultaneous/Advanced), "Storage Distance" and "Stop Line Distance" (input fields), and "Highway Monitoring Device" (checkboxes for Yes-Photo/Video Recording, Yes-Vehicle Presence Detection, and checked None).

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 same submission confirmation message dialog box as in Figure 31, but with a browser's "Save a PDF Copy" dialog box overlaid. The browser dialog box has a title bar and a message: "Do you want to open or save 626889A_08262014.pdf (430 KB) from test.fra.dot.gov?". It has three buttons: "Open", "Save" (with a dropdown arrow), and "Cancel". Three callout boxes with arrows point to the "Save" button and the "Open" button. The first callout box says: "Click to open the PDF file". The second callout box says: "Press the down arrow and select Save as to save a copy in a location on your computer". The third callout box says: "Press to exit without saving the file".

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

Federal Railroad Administration Highway-Rail Crossing Division

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 'Change' link. On the right, it says 'Welcome Sample Test User (Primary User) [Sign Out]'. Below this is a blue header with the FRA logo and the text 'Federal Railroad Administration Office of Safety Analysis'. A secondary navigation bar contains tabs for 'Home', 'View Crossings', 'Update Crossings', 'Add New Crossing', 'File Upload', 'User Management', and 'Help'. The main content area is titled 'Add a New Crossing Inventory Record' and includes a breadcrumb 'GCIS Home > Add New Crossing'. A paragraph explains that users can add a new record by entering a crossing number and clicking the 'Add' button. There is a text input field for the crossing number, a note stating it must be six digits followed by a letter, and 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 below the options. At the bottom of the page, there are links for 'View Privacy Policy' and 'Contact Us'.

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

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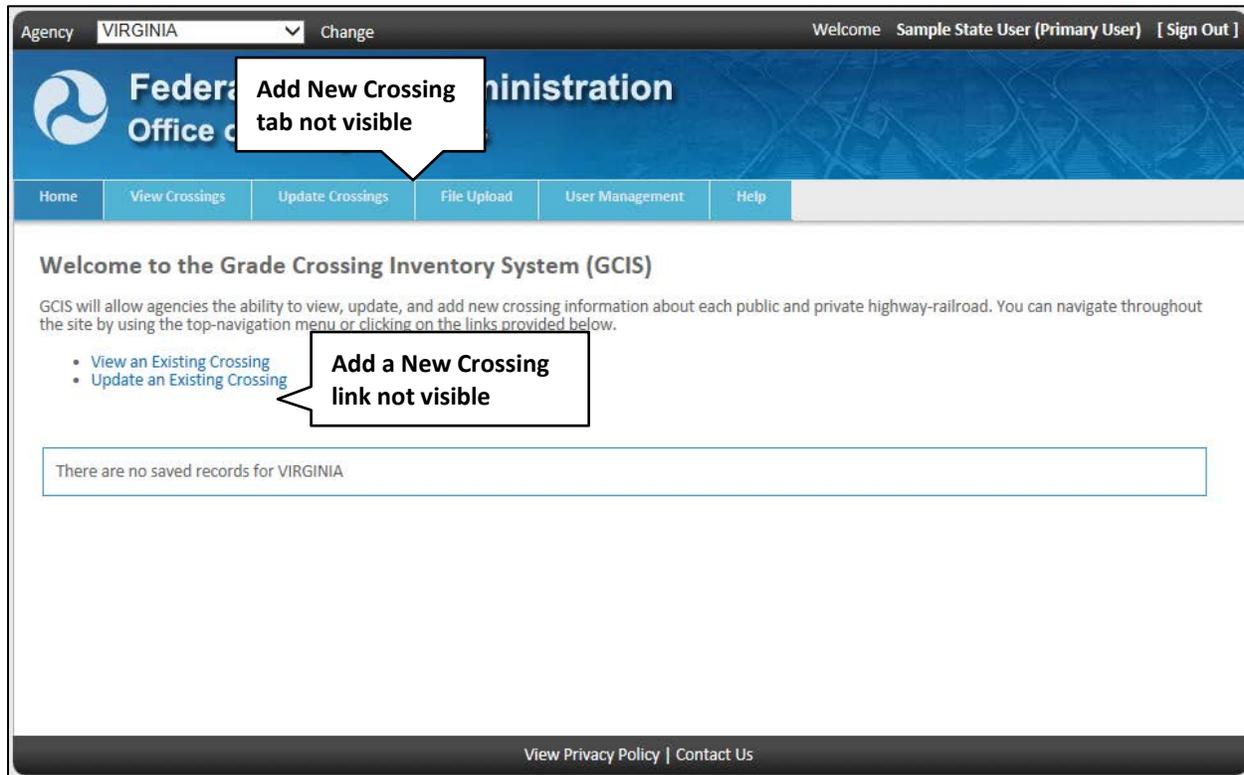


Figure 34. Add a New Crossing Inventory Record Page Not Visible for State Users

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
 - d. I.1 Primary Operating Railroad

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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.*

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Workflow

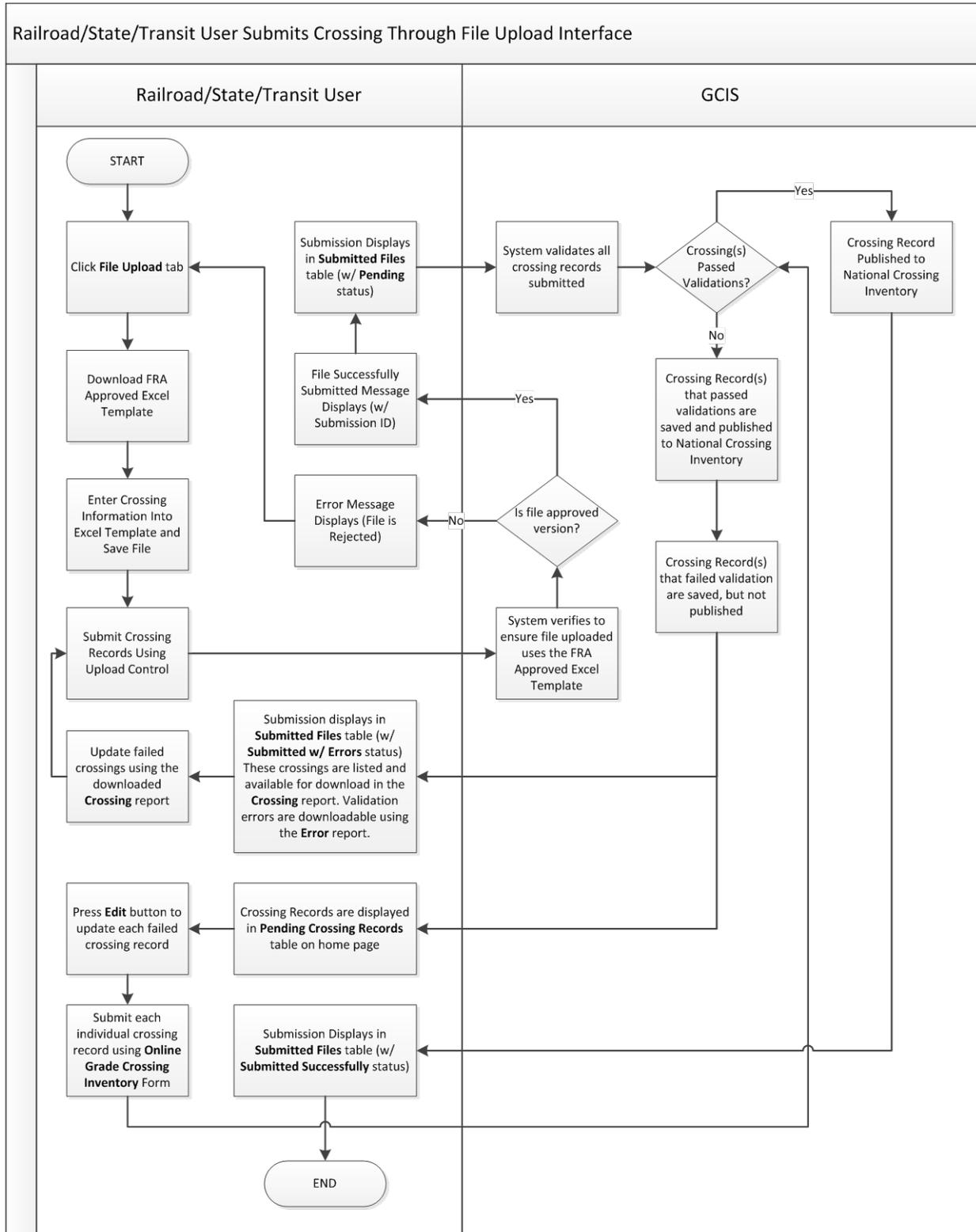


Figure 35. File Upload Workflow Process

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FRA Approved Excel File Template

Download the Excel File

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 the **Grade Crossing Inventory Form Template v1.0 – Railroad.xlsx** (or **Grade Crossing Inventory Form Template v1.0 – State.xlsx** if you are logged in as a State user) link.

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

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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.

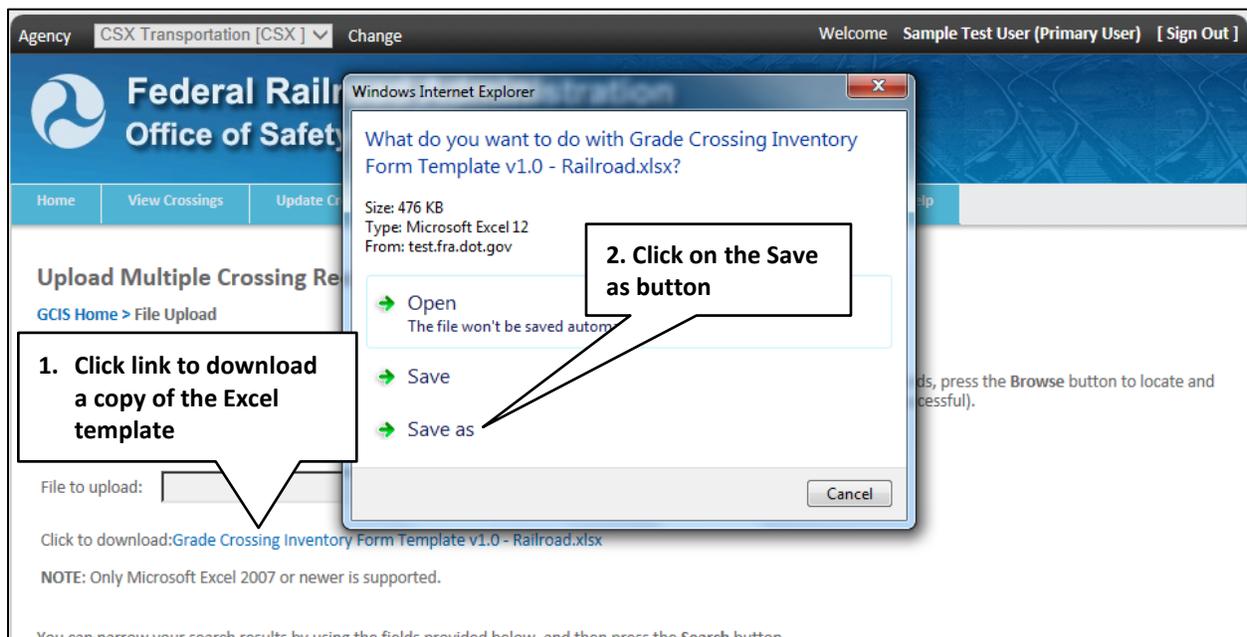


Figure 38. Download the FRA Approved Excel Template

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.
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.

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- 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.

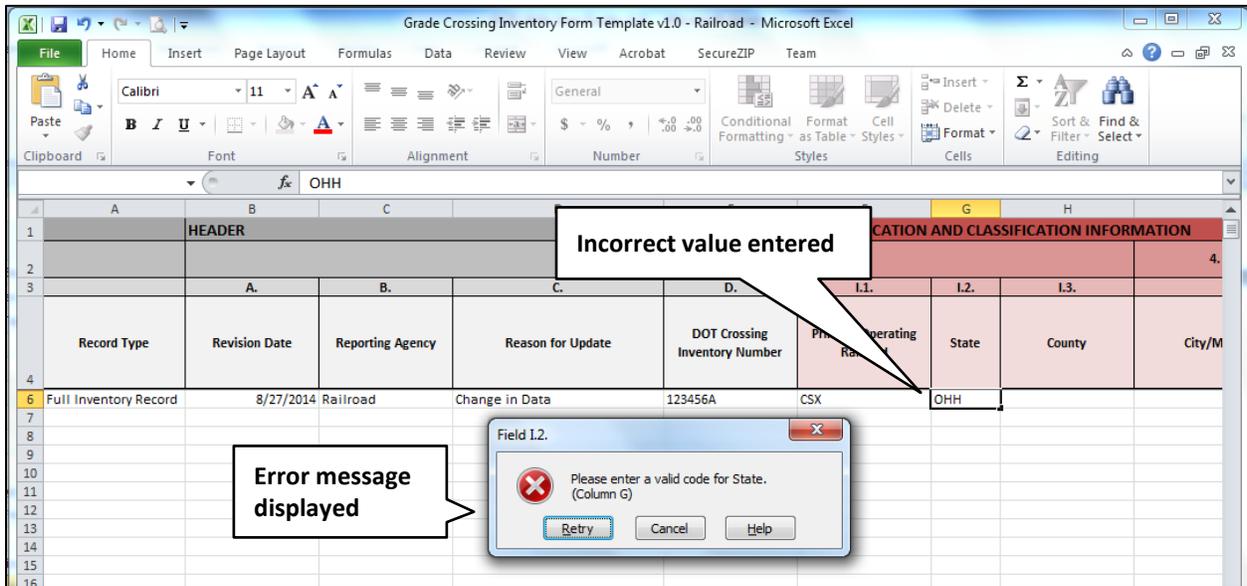


Figure 39. State Field Failed Validation Requirement

- 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 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

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.

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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.

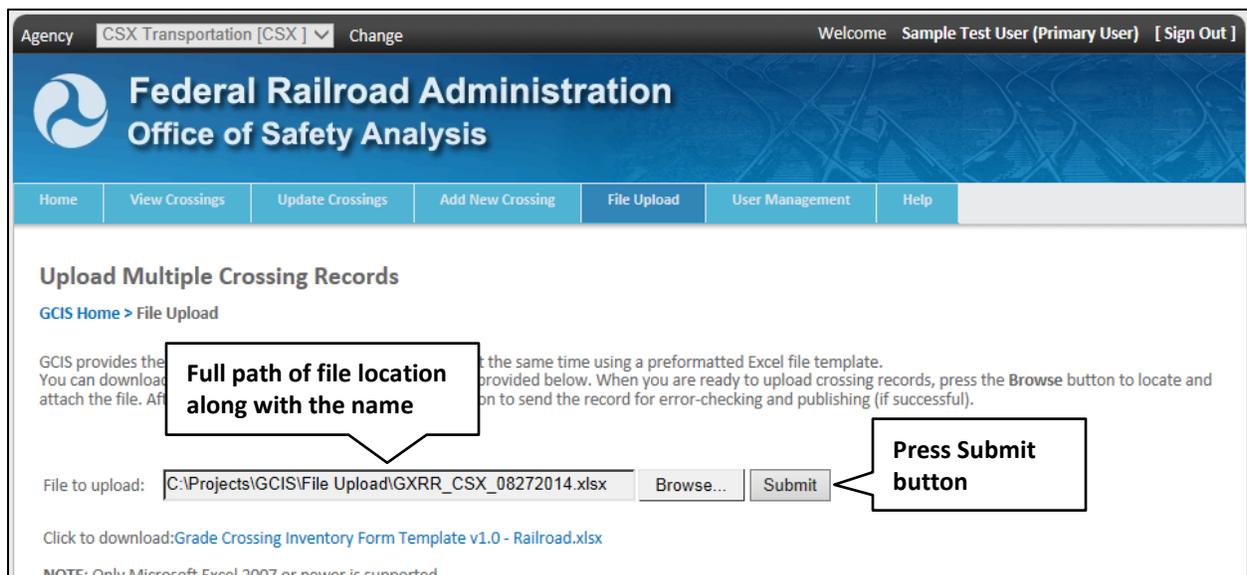


Figure 40. Choosing a File to Upload and Submit

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.

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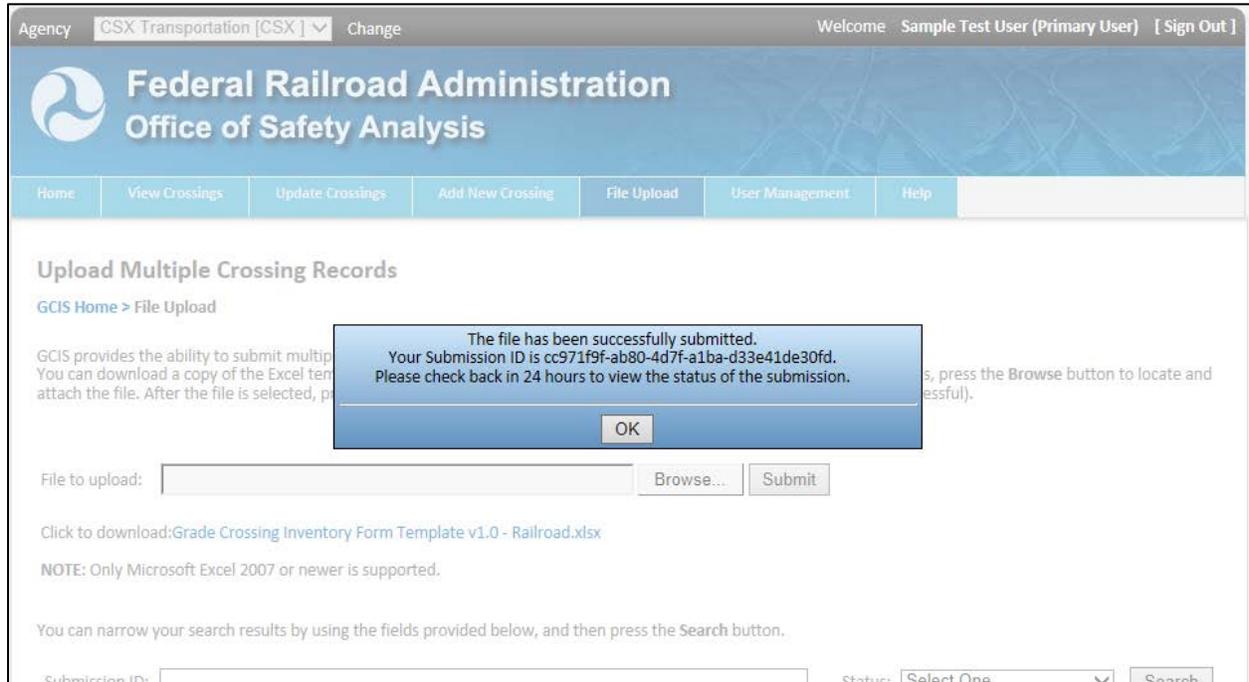


Figure 41. File Uploaded Successfully Confirmation Message

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.

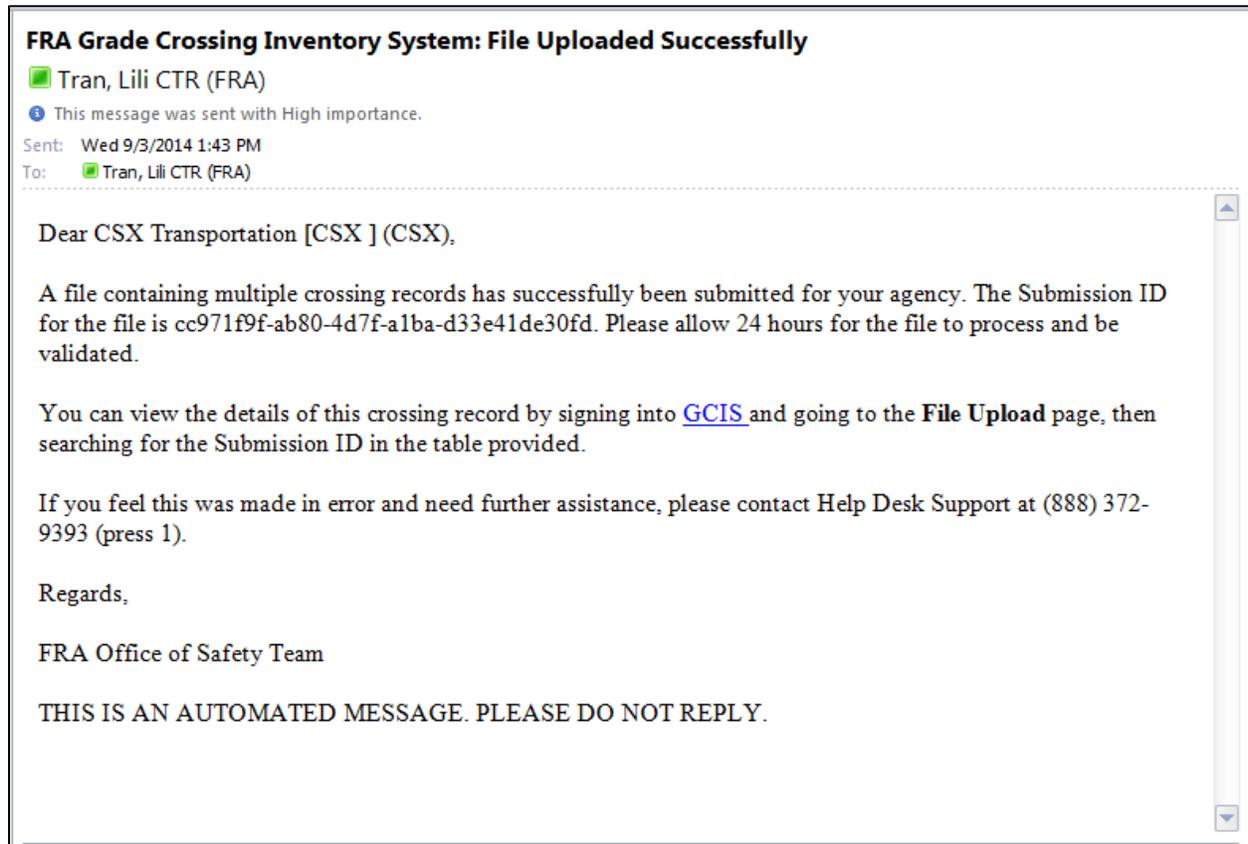


Figure 42. Sample File Upload Successful Email Notification

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.

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

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(Internet Explorer, Firefox, Safari, etc.). The steps documented below are for users using Internet Explorer (IE) browser.

3. 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**.

Upload Multiple Crossing Records
GCIS Home > File Upload

GCIS provides the ability to submit multiple crossing records at the same time using a preformatted Excel file template. You can download a copy of the Excel template using the link provided below. When you are ready to upload crossing records, press the Browse button to locate and attach the file. After the file is selected, press the Submit button to send the record for error-checking and publishing (if successful).

File to upload:

Click to download: [Grade Crossing Inventory Form Template v1.0 - Railroad.xlsx](#)

NOTE: Only Microsoft Excel 2007 or newer is supported.

You can narrow your search results by using the fields provided below, and then press the Search button.

Submission ID: Status:

File Name	Agency	Submission ID	Submission Date	Submitted By	Current Status	Actions
GXRR_CSX_09032014.xlsx	CSX	cc971f9f-ab80-4d7f-a1ba-d33e41de30fd	9/3/2014 1:42:10 PM	ltran@csx.com	Submitted	Errors Crossings
GXRR_CSX_08272014.xlsx	CSX	1d9ea2b6-6e29-429a-86fd-3d2cc9121605	8/27/2014 5:13:29 PM	ltran@csx.com	Submitted w/ Errors	Errors Crossings

Do you want to open or save 1d9ea2b6-6e29-429a-86fd-3d2cc9121605_errorReport_Codes.csv (33.0 KB) from test.fra.dot.gov?

Figure 43. IE Browser User Prompting to Download the File

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.

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.

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 **Crossings** button located under the **Error Report** column.

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

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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.*

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 44 and 45).

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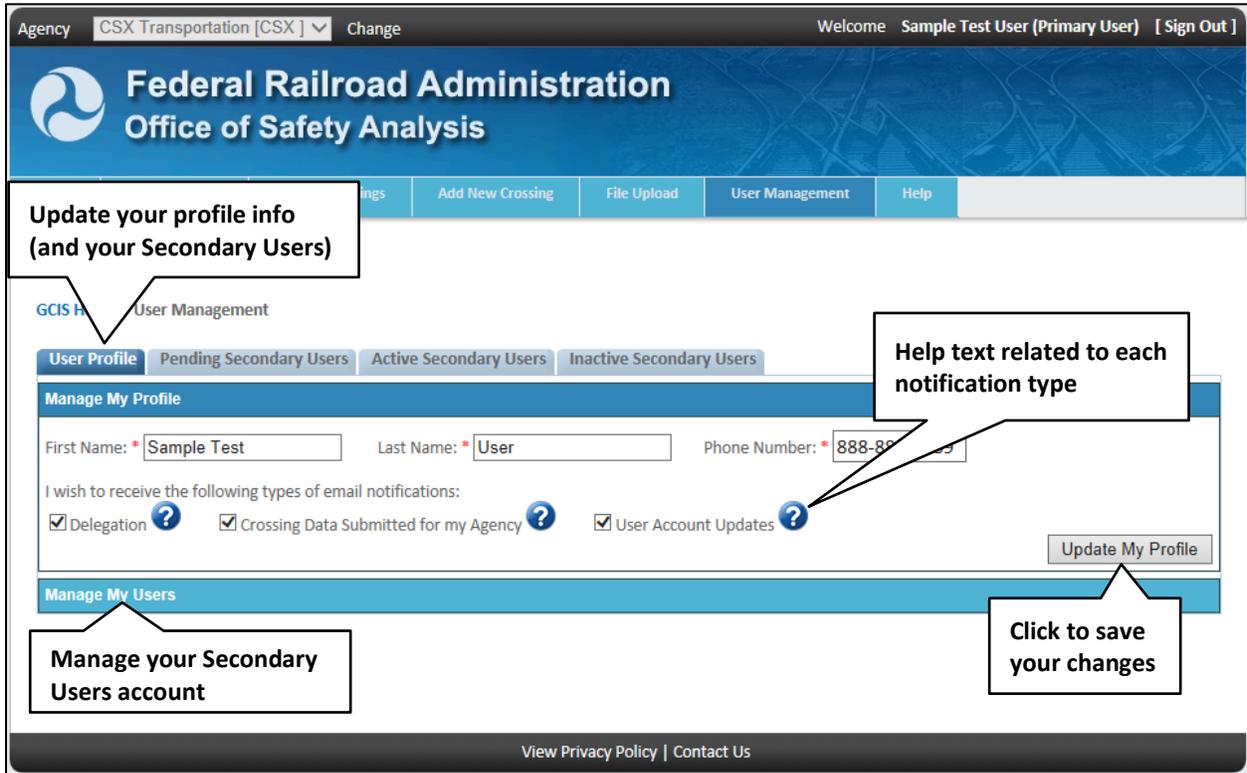


Figure 44. User Management Home Page (View for Primary Users)

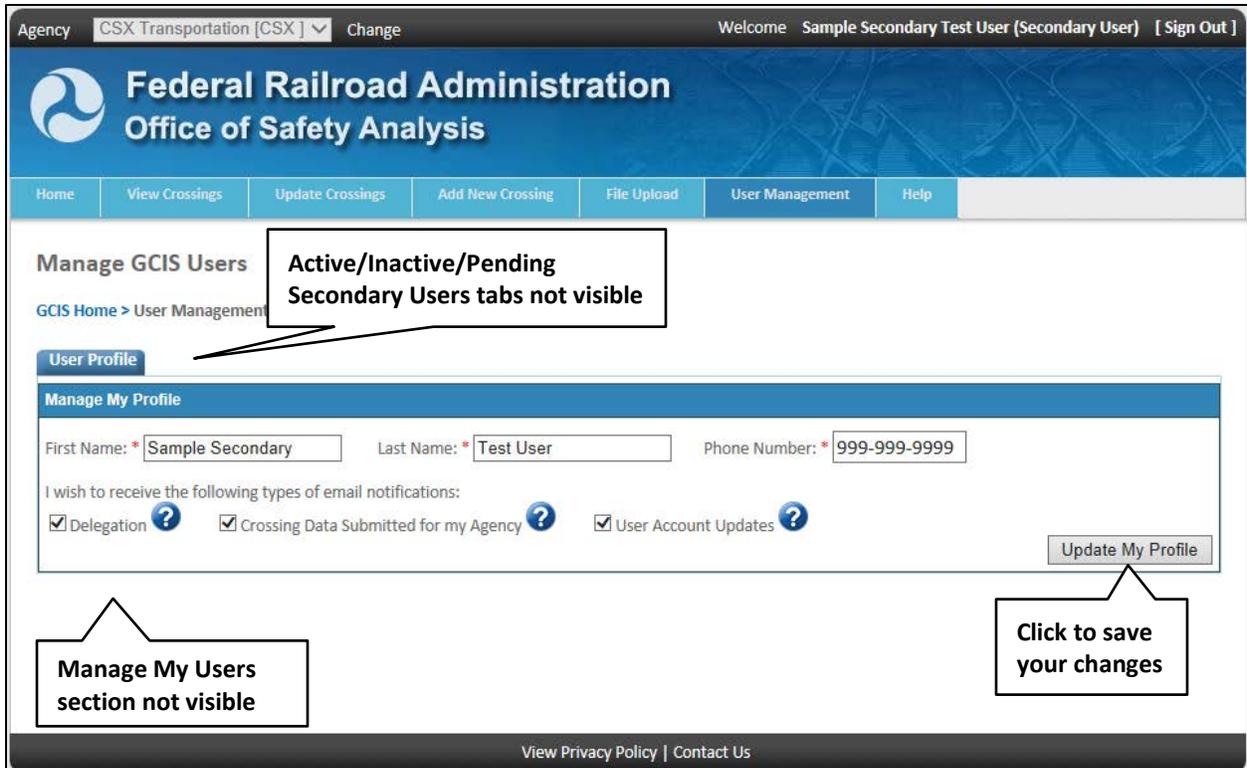


Figure 45. User Management Home Page (View for Secondary Users)

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User Profile

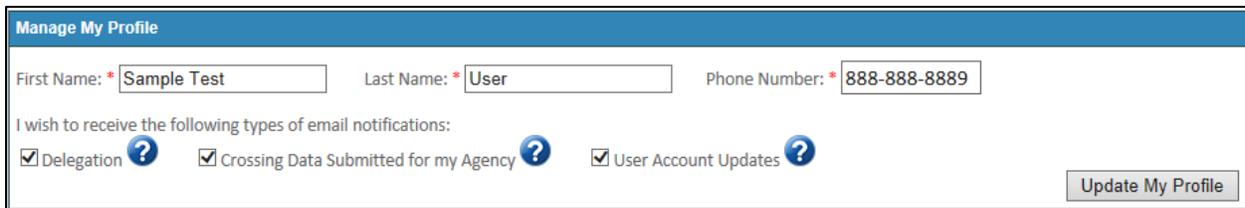
This tab will be available and displayed to all registered GCIS users. In this section, you will be able to update your profile information along with Secondary Users of your agency (if you are the Primary User of your agency). To view and update your profile information, click on the section header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



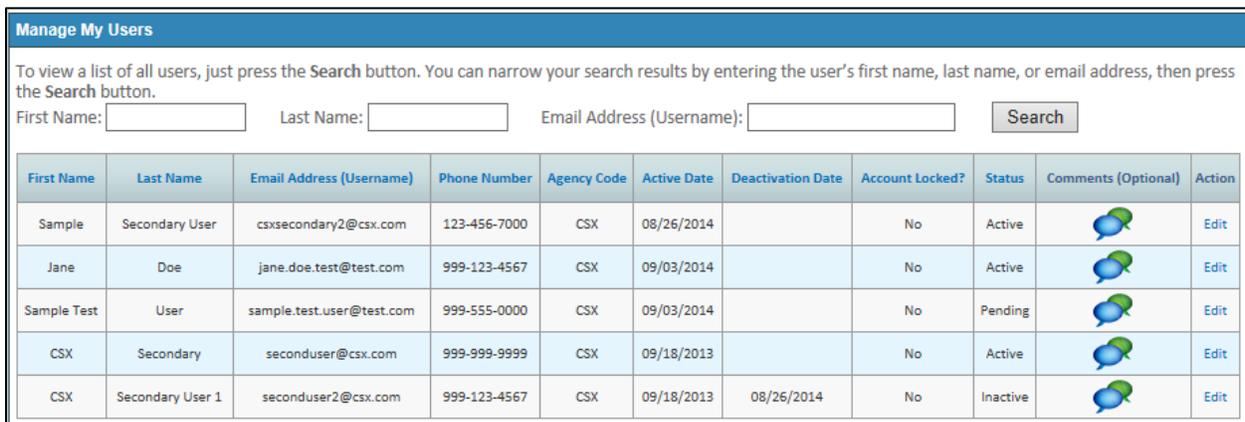
The screenshot shows the 'Manage My Profile' section. It includes three input fields: 'First Name: * Sample Test', 'Last Name: * User', and 'Phone Number: * 888-888-8889'. Below these is a section titled 'I wish to receive the following types of email notifications:' with three checked checkboxes: 'Delegation', 'Crossing Data Submitted for my Agency', and 'User Account Updates'. Each checkbox has a blue question mark icon to its right. An 'Update My Profile' button is located at the bottom right of the form.

Figure 46. Manage My Profile Section

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 47).

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



The screenshot shows the 'Manage My Users' section. It features a search bar with three input fields: 'First Name:', 'Last Name:', and 'Email Address (Username):', followed by a 'Search' button. Below the search bar is a table with the following columns: First Name, Last Name, Email Address (Username), Phone Number, Agency Code, Active Date, Deactivation Date, Account Locked?, Status, Comments (Optional), and Action.

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 47. 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 48).

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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):			Search				
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="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 48. 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 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.
4. 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 49).

The screenshot shows the 'Manage GCIS Users' interface. At the top, there is a navigation bar with 'Agency' set to 'CSX Transportation [CSX]' and a user welcome message for 'Sample Test User (Primary User)'. Below this is a menu with options like 'Home', 'View Crossings', 'Update Crossings', 'Add New Crossing', 'File Upload', 'User Management', and 'Help'. The main content area is titled 'Manage GCIS Users' and includes a breadcrumb 'GCIS Home > User Management'. A modal dialog box is displayed in the center, containing the message: '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.' with an 'Ok' button. Below the message, there are tabs for 'User Profile', 'Pending Secondary User', 'Manage My Profile', and 'Manage My Users'. At the bottom, there is a search form with fields for 'First Name', 'Last Name', and 'Email Address (Username)', and a 'Search' button.

Figure 49. Secondary User Profile Information Update Successful Message

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5. 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 50).

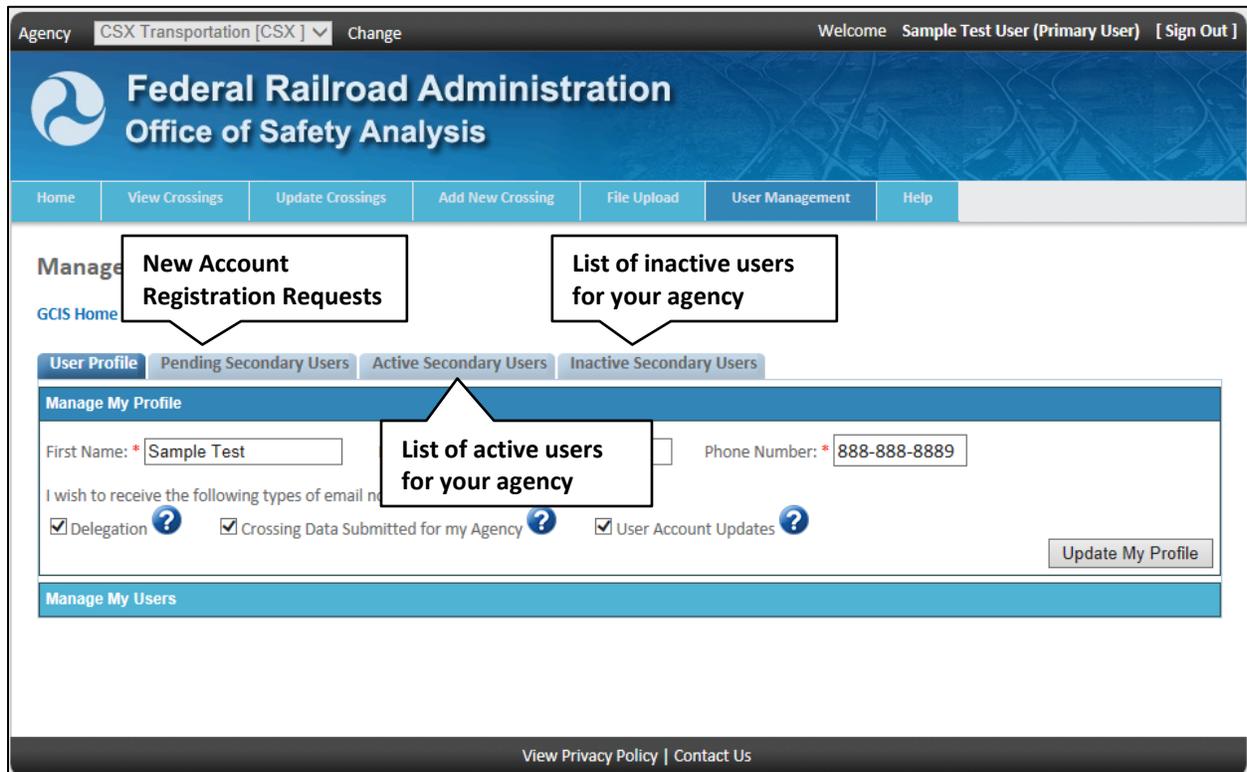


Figure 50. Pending/Active/Inactive Secondary Users Tab

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 51).
Note: A **Legend** will also be displayed providing a brief description of what each image located under the **Email Status** column means.

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

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

Callout boxes provide instructions:

- "Select user by checking this box" points to the checkbox in the first column.
- "Press Approve button to accept the request" points to the 'Approve' button below the table.
- "Press Reject button to deny the request" points to the 'Reject' button below the table.

The legend indicates:

- 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 51. 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 52).

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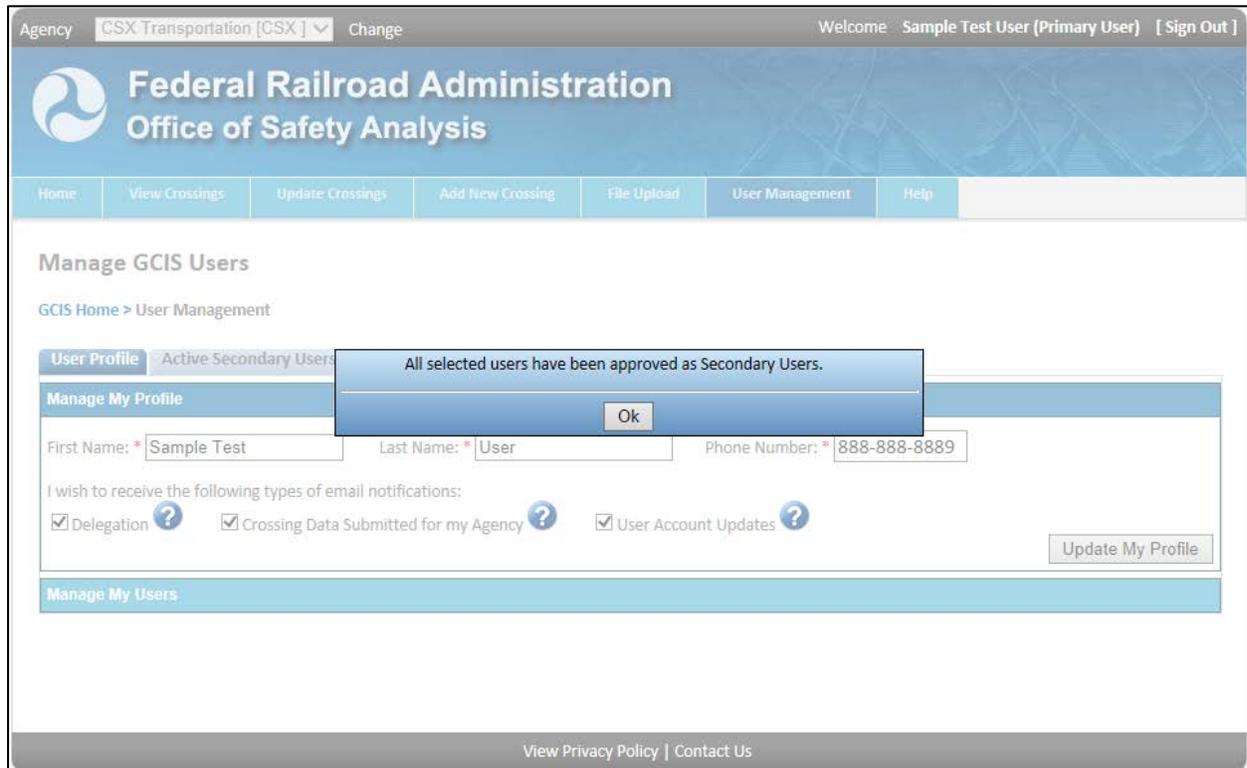


Figure 52. Confirmation Message for Approved Secondary Users

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 53).
Note: A **Legend** will also be displayed providing a brief description of what each image located under the **Email Status** column means.

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

	Username	First Name	Last Name	Email Status	Comments (Optional)
<input type="checkbox"/>	csxsecondary2@csx.com	Sample	Secondary User	Green square	
<input type="checkbox"/>	jane.doe.test@test.com	Jane	Doe	Red circle	
<input type="checkbox"/>	sample.test.user@test.com	Sample Test	User	Red circle	
<input type="checkbox"/>	seconduser@csx.com	CSX	Secondary	Green square	

Callouts in the image provide the following information:

- Select user(s) by checking this box:** Points to the checkbox in the first column of the table.
- Press Deactivate button to remove user's access:** Points to the 'Deactivate' button below the table.
- Explanation of image located under Email Status column:** Points to the legend below the table.

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

Figure 53. 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 54).
Note: A **Legend** will also be displayed providing a brief description of what each image located under the **Email Status** column means.

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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 Help

Manage
GCIS Home >

User Profile Secondary Users Inactive Secondary Users

	Username	First Name	Last Name	User Role	Email Status	Comments (Optional)
<input type="checkbox"/>	seconduser2@csx.com	CSX	Secondary User 1	Secondary User		

Activate

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

View Privacy Policy | Contact Us

Figure 54. 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 55).

Note: The agency name displayed in Figure 55 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.

If you are listed under the **Delegated Agency** column, this means that your agency has been

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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'. A table lists delegations with columns for 'Delegating Agency', 'Delegated Agency Type', and 'Delegated Agency'. Callouts explain that Railroad B (CSX) has delegated to update Railroad A's records and that Railroad B (CSX) has delegated and granted State A and Railroad A access to update crossing records on behalf of Railroad B (CSX).

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

Figure 55. 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 56.

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 > User Management > Delegations'. A callout points to the 'Agency' drop-down list, which is now enabled and shows 'CSX Transportation [CSX]' selected. The page title is 'Welcome to the Grade Crossing Inventory System (GCIS)'.

Figure 56. Changing to a Different Agency

3. Click on the down arrow, and then select the name of the agency you would like to

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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 57).

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: Union Pacific RR Co. [UP] 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:

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

Update

Crossing Number belongs to Delegating Agency

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

Figure 57. 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 58).

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Agency: Union Pacific RR Co. [UP] 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 Help

Online Grade Crossing Inventory Form

GCIS Home > Update Existing Crossing > Grade Crossing Inventory Form

Crossing ID = 097020F

Save a PDF Copy

Part I Part II Part III Parts IV and V

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, Part III Item 2.K., 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 grade-separated highway rail or pathway crossings (including pedestrian station crossings), complete the Header, Part I, and the Submission Information section, in addition to the updated data

Primary Operating Railroad is UP (Delegating Agency), even though user is registered with CSX

A. Rev: 09/03

FRA Internal

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

D. DOT Crossing Inventory Number: 097020F

Part I: Location and Classification Information

1. Primary Operating Railroad: Union Pacific RR Co. [UP]

2. State: WA

3. County: COLUMBIA

4. City/Municipality: WATERBURG

5. Street/Road Name & Block Number: COUNTY RD

6. Highway Type & No:

Figure 58. 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.

GCIS Help

GCIS provides a **Help** section containing frequently asked questions (FAQs), documents available for download, 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 59).

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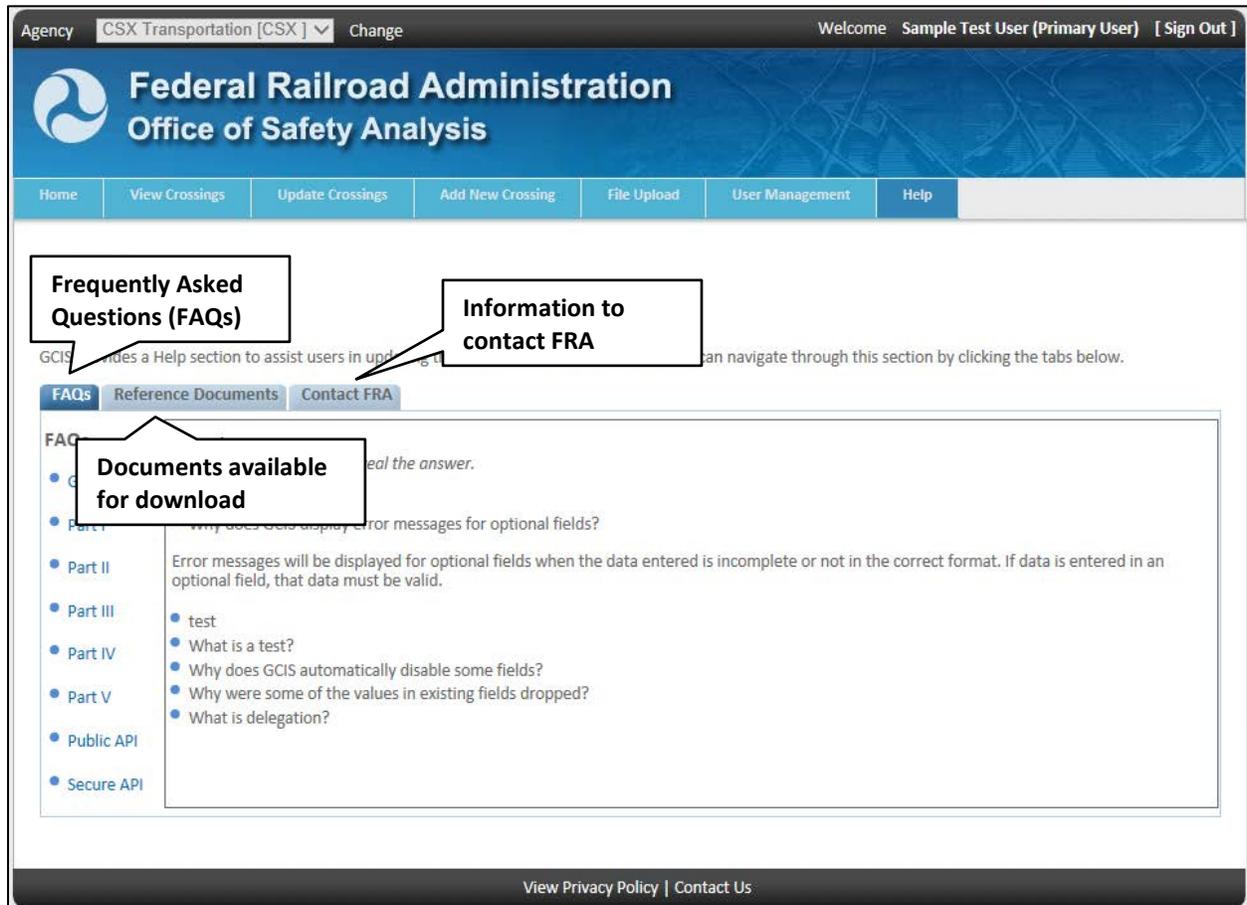


Figure 59. GCIS Help Page

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 60).

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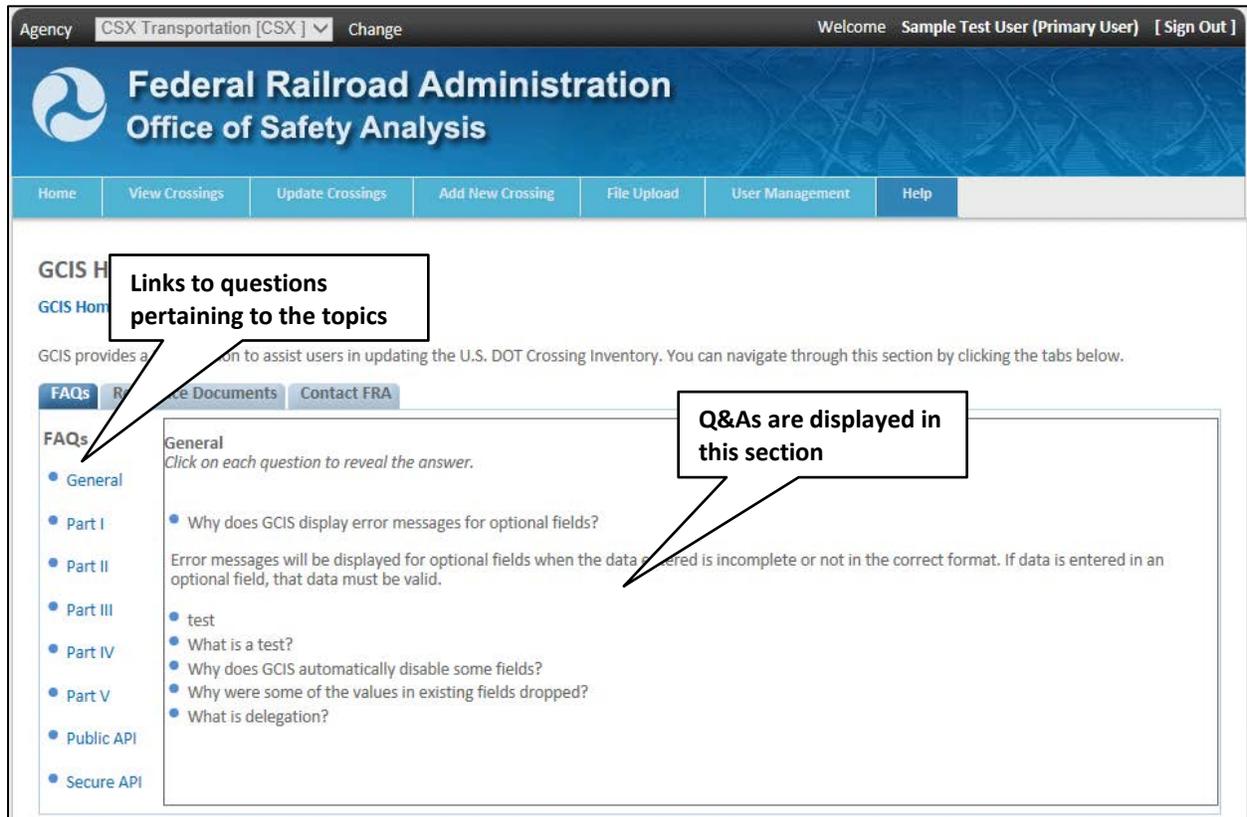


Figure 60. FAQs Section

Reference Documents

1. Click on the **Reference Documents** tab (Figure 61).

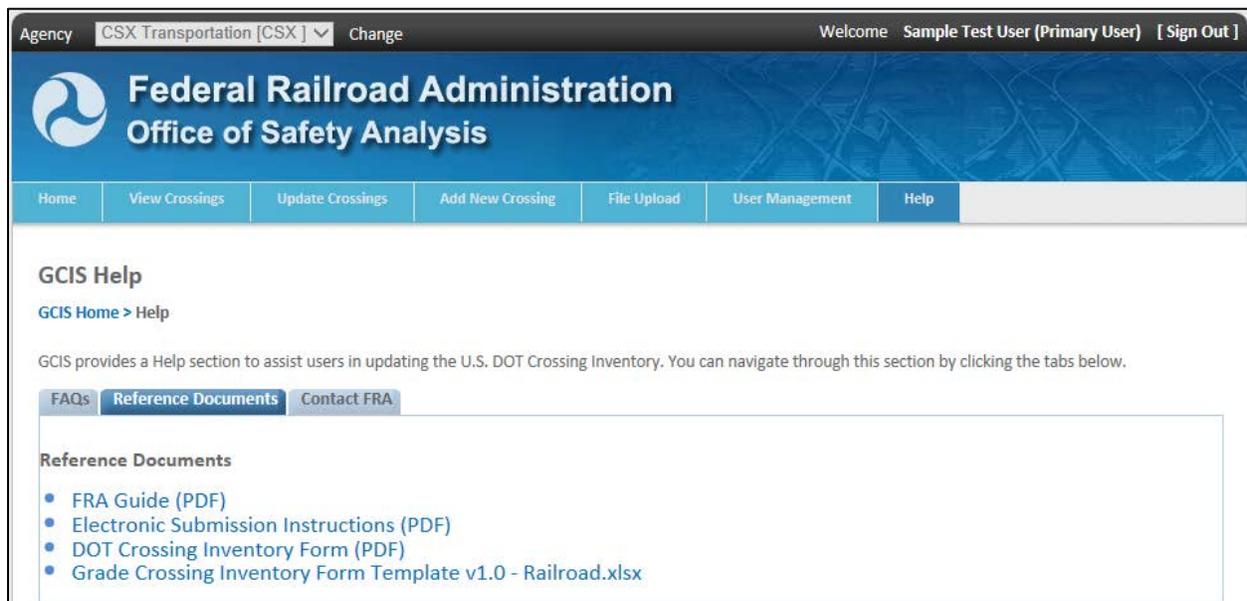


Figure 61. Reference Documents Section

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

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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).

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 62).



Figure 62. 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.

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 63).

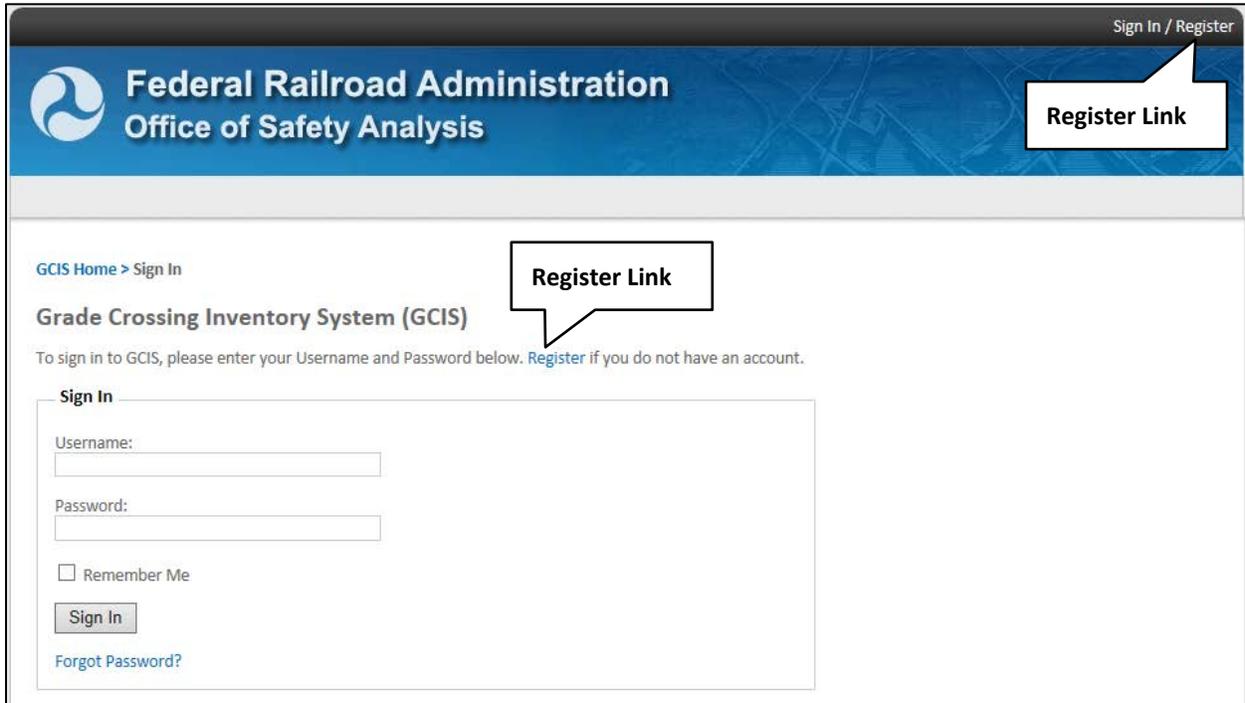


Figure 63. Register Link on Sign In Page

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.

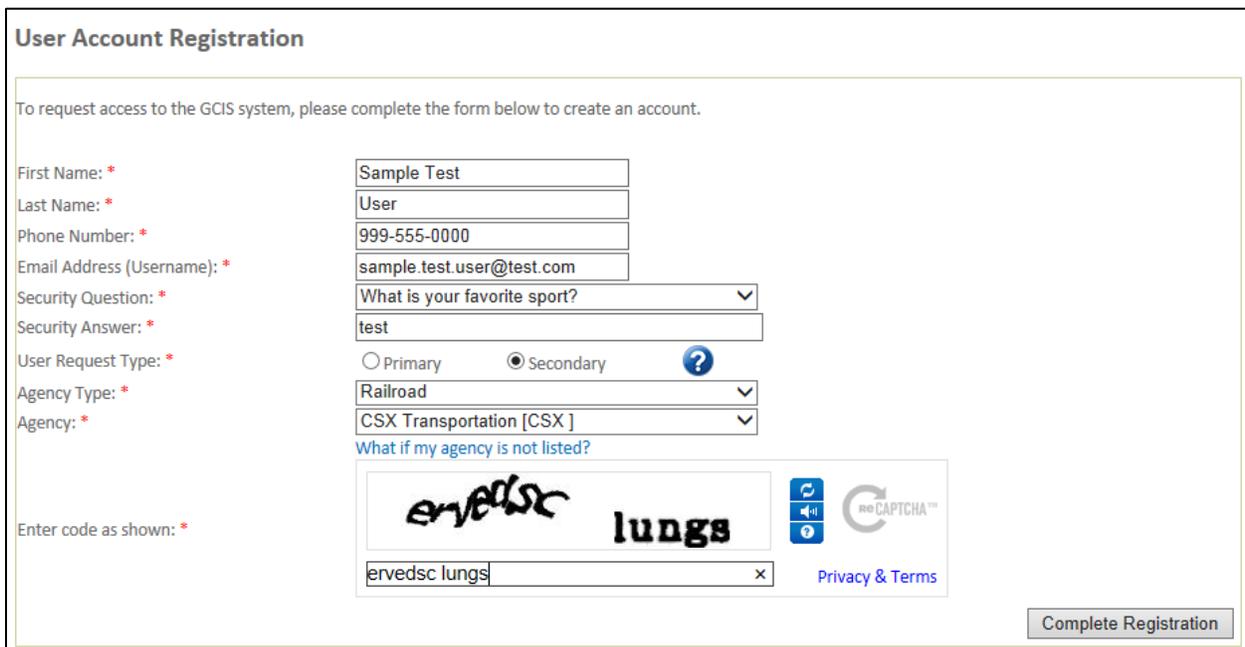


Figure 64. User Account Registration Page Filled Out

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5. If the registration was successfully submitted, a confirmation page will display with a message indicating that the request was successfully submitted (Figure 65). The registered user will receive an email notification confirming their request and further instructions.



Figure 65. Registration Successfully Submitted

Reset Password

1. Click on the **Forgot Password?** link located on the **GCIS Sign In** page (Figure 66).

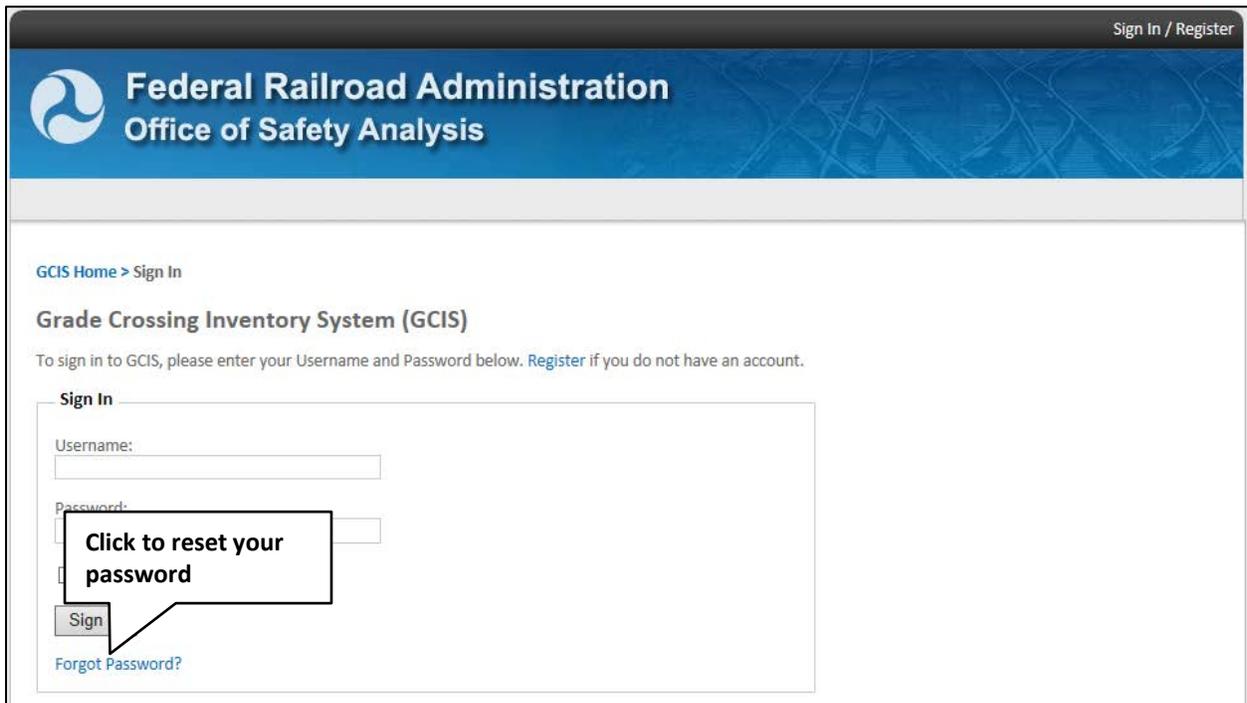


Figure 66. Forgot Password? Link on Sign In Page

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 67).

Sign In / Register

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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 67. Security Answer on Reset Password Page

4. If the Security Answer provided is correct, the system will display a Success message (Figure 68). 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 68. 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 69).

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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 contains the instruction: 'Please complete the fields below to confirm your account.' The form includes four input fields: 'Username: *' (containing 'sample.test.user@test.com'), 'Enter Temporary Password: *', 'Enter New Password: *', and 'Confirm New Password: *'. Below the fields are 'Cancel' and 'Change Password' buttons, and a link for 'Password Policy'. At the bottom of the page, there are links for 'View Privacy Policy' and 'Contact Us'.

Figure 69. 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 70). Press the **Continue** button to be redirected to the **GCIS Home** page for sign in.

The screenshot shows the 'User Account Confirmation' page with a success message. The message is displayed in a yellow box and reads: 'Success Your password has been successfully updated. Click on the Continue button to be redirected to the Home Page.' Below the message is a 'Continue' button. The navigation bar and header are the same as in Figure 69.

Figure 70. Temporary Password Successfully Updated Message