

FRA Web User Guide Grade Crossing Inventory System (GCIS) v2.9.0.0, Released: 07/02/2019

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Revision Summary

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| 10/02/2015 | 2.0 | Major | Revised and edited document to support Release 2.1.0.0 enhancements to include: | | | | | |
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|------------|-----|-------|---|
| | | | Updated page 1 value RRS 23 to RRS 22 |

Table of Contents

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

| User Management | 47 |
|---|----|
| Understanding the Manage GCIS Users Page | 47 |
| Delegations | 54 |
| Reports | 58 |
| Understanding the Reports Page | 58 |
| Agency Report | 61 |
| Overdue Summary Report | 62 |
| Days Overdue Report | 63 |
| GCIS Help | 64 |
| FAQs | 65 |
| Reference Documents | 66 |
| Release Notes | 67 |
| Contact FRA | 67 |
| Section 3. User Account Registration | 68 |
| New Account | 68 |
| Multiple Account | 70 |
| Reset Password | 70 |
| Changing Temporary Password | 72 |
| Table of Figures | |
| Figure 1. GCIS v2.0 Top Navigation Tabs | 9 |
| Figure 2. GCIS v2.0 Links10 | |
| Figure 3. Update an Existing Crossing Page | 10 |
| Figure 4. Breadcrumb Navigation Trail | 11 |
| Figure 5. Advance Using Page Numbers | 11 |
| Figure 6. Advance Using Page Arrows | 12 |
| Figure 7. Session Timeout Notification Window | 12 |
| Figure 8. GCIS v2.0 Home Page | 13 |
| Figure 9. GCIS v2.0 Site Header | 14 |
| Figure 10. Site Footer | 14 |
| Figure 11. Home Page Quick Links | 15 |
| Figure 12. Pending Crossing Records Tab | 15 |
| Figure 13. Cancelling a Pending Record | 16 |

| Figure 14. | Multiple Forms Filed: Action(s) Needed Tab | |
|------------|---|--|
| | Features of the Online Grade Crossing Inventory Form (Full Inventory Record) – of 2 | |
| _ | Features of the Online Grade Crossing Inventory Form (Full Inventory Record) – of 2 | |
| Figure 17. | Header Information | |
| Figure 18. | Part 1: Location and Classification Information | |
| Figure 19. | Part II: Railroad Information | |
| Figure 20. | Part III: Highway or Pathway Traffic Control Device Information | |
| Figure 21. | Part IV: Physical Characteristics | |
| Figure 22. | Part V: Public Highway Characteristics | |
| Figure 23. | Online Grade Crossing Inventory Form (Railroad Data Only) | |
| Figure 24. | View an Existing Crossing Inventory Record Page | |
| Figure 25. | View an Existing Crossing Inventory Record | |
| Figure 26. | Online Grade Crossing Inventory Form (Railroad Data Only) in View Mode26 | |
| Figure 27. | Update an Existing Crossing Inventory Record Page | |
| Figure 28. | Online Grade Crossing Inventory Form (Full Inventory Record) in Update Mode 29 | |
| Figure 29. | Message Indicating the Record Failed Validation | |
| Figure 30. | Panel Displaying Validation Errors | |
| Figure 31. | Submission Successful Confirmation Message | |
| Figure 32. | Open or Save the PDF Crossing Record | |
| Figure 33. | Add a New Crossing Inventory Record Page (Railroad Users) | |
| Figure 34. | Add a New Crossing Inventory Record Page Not Visible for State Users33 | |
| Figure 35. | File Upload Workflow Process | |
| Figure 36. | Upload Multiple Crossing Records Page (Railroad Users) | |
| Figure 37. | Upload Multiple Crossing Records Page (State Users) | |
| Figure 38. | Download the FRA Approved Excel Template | |
| Figure 39. | State Field Failed Validation Requirement | |
| Figure 40. | Choosing a File to Upload and Submit | |
| Figure 41. | File Uploaded Successfully Confirmation Message | |
| Figure 42. | Sample File Upload Successful Email Notification41 | |
| Figure 43. | IE Browser User Prompting to Download the File | |
| Figure 44: | Accessing the Downloads Page44 | |

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

| Figure 78. User Account Registration Page Filled Out | . 69 |
|--|------|
| Figure 79. Registration Successfully Submitted | . 69 |
| Figure 80. Forgot Password? Link on Sign In Page | . 71 |
| Figure 81. Security Answer on Reset Password Page | . 71 |
| Figure 82. Password Successfully Reset | .72 |
| Figure 83. User Account Confirmation Page | . 73 |
| Figure 84. Password Successfully Updated Message | . 74 |

Section 1. Before You Begin

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

GCIS v2.0 Is a Role-Based System

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

GCIS Employs Several Navigation Options

Top Navigation Tabs

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

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



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 in blue, indicating that these are hyperlinks.

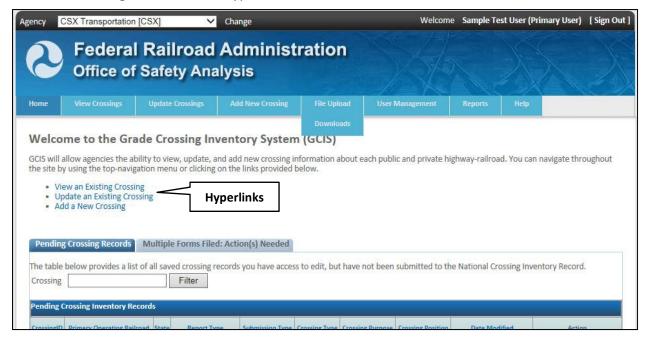


Figure 2. GCIS v2.0 Links

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 (>).

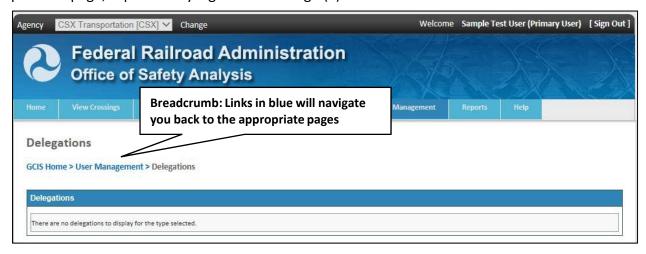


Figure 4. Breadcrumb Navigation Trail

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).

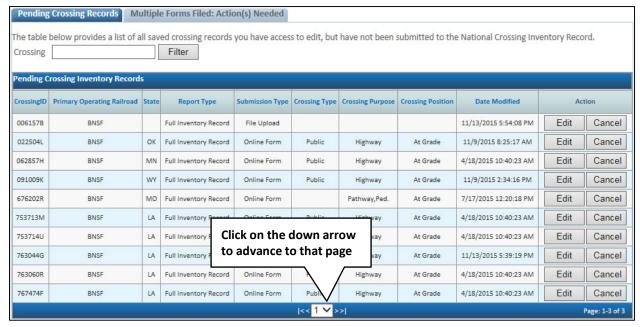


Figure 5. Advance Using Page Numbers

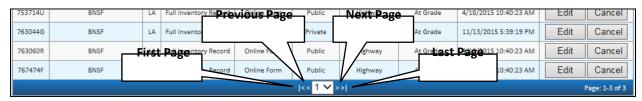


Figure 6. Advance Using Page Arrows

GCIS Web Session Management

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



Figure 7. Session Timeout Notification Window

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

GCIS Home Page

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

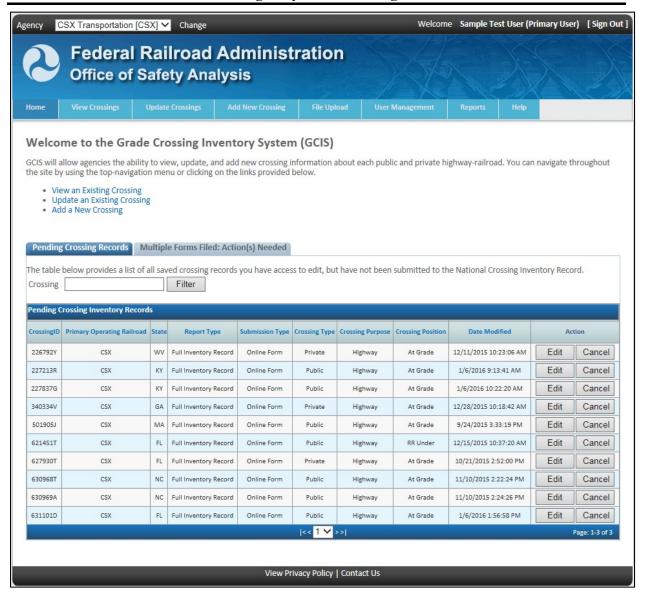


Figure 8. GCIS v2.0 Home Page

Site Header

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

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

will be discussed further under the Delegations section.

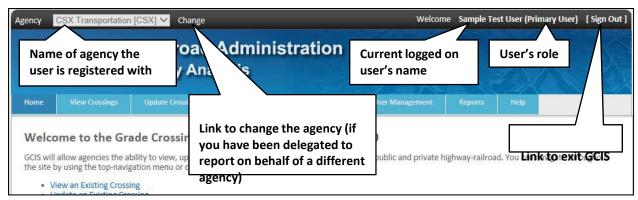


Figure 9. GCIS v2.0 Site Header

Site Footer

The black row located at the bottom of each page will display links to view the **Privacy Policy** and **Contact Us** page. The Privacy Policy, upon click, will display details regarding privacy information in a popup dialog box. To close the box, click on the **X** located in the upper-right corner. The Contact Us link, upon click, will redirect you to the <u>GCIS Help</u> > <u>Contact FRA</u> 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

Pending Crossing Records Tab

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

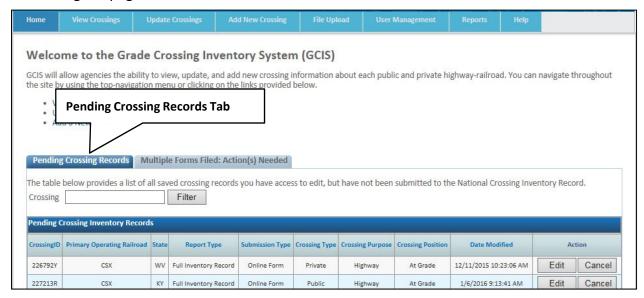


Figure 12. Pending Crossing Records Tab

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

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



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 <u>Understanding the Online Grade Crossing Inventory Form</u> (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.

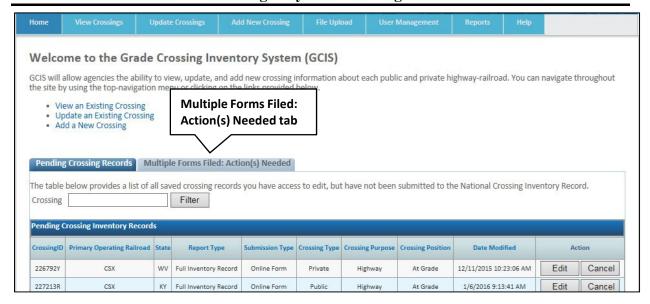


Figure 14. Multiple Forms Filed: Action(s) Needed Tab

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 recordkeeping purposes. It contains several features and functionalities that will be further explained in subsequent sections.

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

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

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

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

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.

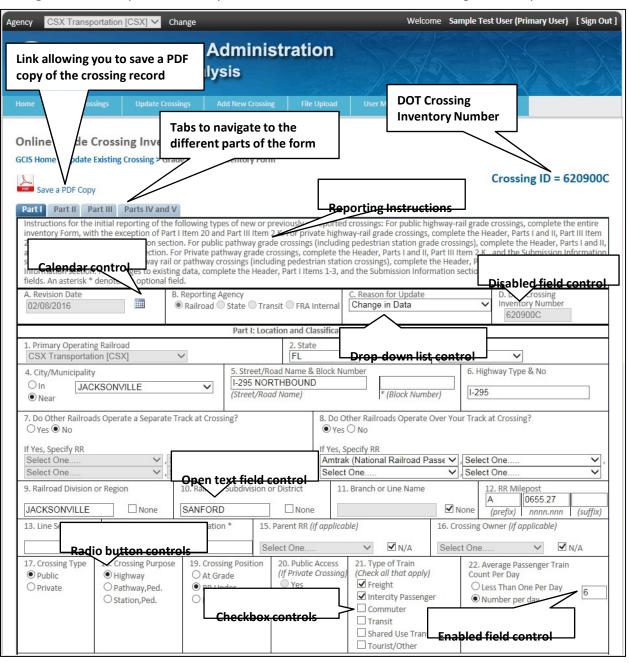


Figure 15. Features of the Online Grade Crossing Inventory Form (Full Inventory Record) - Part 1 of 2

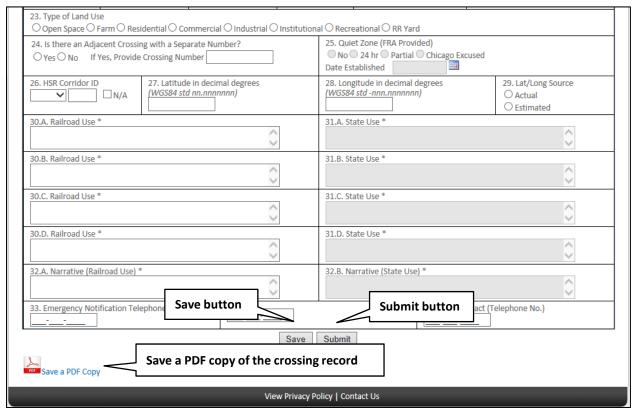


Figure 16. Features of the Online Grade Crossing Inventory Form (Full Inventory Record) - Part 2 of 2

Header Information

This section contains the **Revision Date**, **Reporting Agency**, **Reason for Update**, and **DOT Crossing Inventory Number**. It also displays an indicator that highlights the status of a Closed crossing.

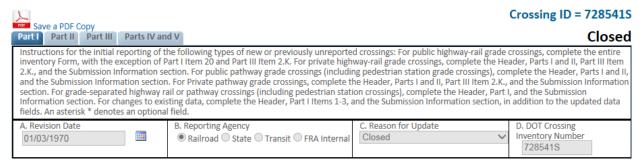


Figure 17. Header Information

Part I: Location and Classification Information

This section contains geographic data for the crossing, as well as its classification information, such as the types of trains that utilize it, whether it is private or public, and relevant contact information.

| Part I: Location and Classification Information | | | | | | | | | | | |
|--|--|---|---------------|----------------|---|------------|-----------------------------|---------------------------|--------------------------|------------------|----------|
| 1. Primary Operating Railroad CSX Transportation [CSX] 2. Sta | | | | | 3. County HILLSBOROUGH | | | | | | |
| 4. City/Municipality In Near 5. Street/Road Name (ARMENIA AVE (Street/Road Name) | | | | | & Block Number * (Block Number) 6. Highway Type & No CR 587 | | | | | | |
| 7. Do Other Railroad Yes No | ls Operate a Separate | Track at Crossir | ng? | | 8. Do Ot Yes | | roads Opera | te Over You | ur Track at Crossin | g? | |
| If Yes, Specify RR Select One | | | | | If Yes, Specify RR Select One Select One Select One Select One | | | | | · , | |
| 9. Railroad Division | or Region | 10. Railroad S | Subdivision | or District | 11. | Branch | or Line Nam | е | 12. RR Mile | epost 0851.32 | |
| JACKSONVILLE | None | CLEARWAT | TER | None | | | | | lone (prefix) | | (suffix) |
| 13. Line Segment * | 14. Nearest RR Tim | etable Station | * 15 | 5. Parent RR (| if applicat | ole) | | 16. Cr | ossing Owner (if a | pplicable) | |
| SY | SULPHUR SPRO | SS | S | elect One | - | ~ | □ N/A | Selec | ct One | ~ | N/A |
| 17. Crossing Type Public Private | Public Highway At Grade (If Private Crossing) (Check all that apply) Count Per Private Pathway,Ped. RR Under Yes Freight Less Th | | | | 22. Average Par Count Per Day Less Than O | ne Per Day | 0 | | | | |
| 23. Type of Land Use Open Space OF | e arm O Residential O (| Commercial O | Industrial (| Institutiona | al O Recre | eational | RR Yard | | | | |
| | cent Crossing with a Se es, Provide Crossing N | | er? | | 25. Quiet Zone (FRA Provided) No 24 hr Partial Chicago Excused Date Established | | | | | | |
| 26. HSR Corridor ID | | de in decimal o std nn.nnnnnn 487 | | | | std -nni | n decimal deg n.nnnnnnn) | grees | 29. Laty • Actu | | |
| 30.A. Railroad Use * 31.A. State Use * | | | | | | \$ | | | | | |
| 30.B. Railroad Use * | | | | | ate Use | * | | | \$ | | |
| 30.C. Railroad Use * | | | | | 31.C. State Use * | | | | | | |
| 30.D. Railroad Use * 31.D. State Use * | | | | | | * | | | 0 | | |
| 32.A. Narrative (Railroad Use) * 32.B. Narrative (State Use) * | | | | | | \$ | | | | | |
| 33. Emergency Notif 800-232-0144 | ication Telephone No. | (Posted) 34 | 4. Railroad (| Contact (Tele | phone No | .) | | 35. State Co 850-414-4 | ontact (Telephone 500 | No.) | |

Figure 18. Part 1: 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.

| Part II: Railroad Information | | | | | | | | |
|--|--|-------------|--|---------------------------|---------------|--|--|--|
| 1. Estimated Number of Daily T | 1. Estimated Number of Daily Train Movements | | | | | | | |
| 1.A. Total Day Thru Trains (6 AM to 6 PM) | 1.B. Total Night Thru Trains (6 PM to 6 AM) | | 1.C. Total Switching Trains 2 | 1.D. Total Transit Trains | | 1.E. Check if Less Than One Movement Per Day How many trains per week? | | |
| 2. Year of Train Count Data (YY | YY) | 3.A. Maximu | 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 | Yard | Tra | ansit Industry | | | | | |
| 5. Train Detection (Main Track Only) Constant Warning Time Motion Detection AFO PTC DC Other None | | | | | | | | |
| 6. Is Track Signaled? ● Yes ○ No | | | ent Recorder No | | 7.B. Remote I | Health Monitoring | | |

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? • Yes No | | | | | | | | | | |
| 2. Type of Passive Traf | fic Control Devices ass | ociated with the | Crossing | | | | | | | |
| 2.A. Crossbuck Assemb | ck Assemblies (count) 2.8. STOP Signs (R1-1) (count) 0 | | | (count) W10-1 | | | g Signs (Check all that apply;include count) W10-3 W10-11 None W10-4 W10-12 | | | |
| | | | | Markings Z RR Xing Symbols RR None 2.G. Channelization Devices/Medians None | | | (| 2.H. EXEMPT Sign R15-3) Yes No | Displa | NS Sign lyed (I-13) es O No |
| 2.J. Other MUTCD Signs Specify Type Select O | | | ✓ Co | ount | | | Signs | rivate Crossing (if Private) es O No | | |
| Specify Type Select O | ne | | ✓ Co | ount | | | 2.L. LE | ED Enhanced Signs | ; | |
| Specify Type Select O | ne | | ∨ Co | ount | | | | | | |
| 3. Types of Train Activa | ated Warning Devices | at the Grade Cros | sing (specify cour | nt of eacl | h device for all | that apply |) | | | |
| 3.A. Gate Arms (Count) Roadway 2 Pedestrian | 3.B. Gate Configurat 2 Quad 3 Qua Full (Barrier) Res Median Gates | 3.C. Cantilevered (or Bridged) Flashing Light Structures (Count) Over Traffic Lane Not Over Traffic Lane Incandescent LED | | | 1 | 3.D. Mast Mounted Flashing Lights (count of masts) (Count of masts) 3 Incandescent LED Back Lights Included Side Lights Included | | | | |
| 3.E. Total Count of Flashing Light Pairs 9 3.F. Installation Date of Current Active Warning Devices: (MM/YYYY) Not Required | | | 3.G. Wayside Horn ○ Yes ○ No Installed on (MM/YYYY) | | | | 3.H. Highway Traffic Signals Controlling Crossing Yes No 3.I. Bells (count) 2 | | (count) | |
| 3.J. Non-Train Active Warning Flagging/Flagman Manually Operated Signals Watchman Floodlighting None 3.K. Other Flashing Lights or Warning Devices Count Specify type | | | | | | | rices | | | |
| 4.A. Does Nearby Hwy Intersection have Traffic Signals? • Yes • No | 4.B. Hwy Traffic Sign Interconnection Not Interconnect For Traffic Signal For Warning Sign | Signa ted S S A | Highway Traffic Il Preemption imultaneous dvance | O Ye Storag | nway Traffic Pre S O No ge Distance * ine Distance * | 2-Signals | | 6. Highway Mor (Check all that of Yes-Photo/N Yes-Vehicle None | apply) /ideo Re | ecording |

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

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.

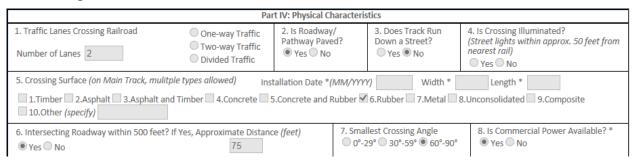


Figure 21. Part IV: Physical Characteristics

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.

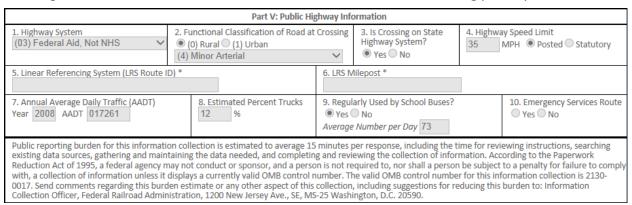


Figure 22. Part V: Public Highway Characteristics

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 found on 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.

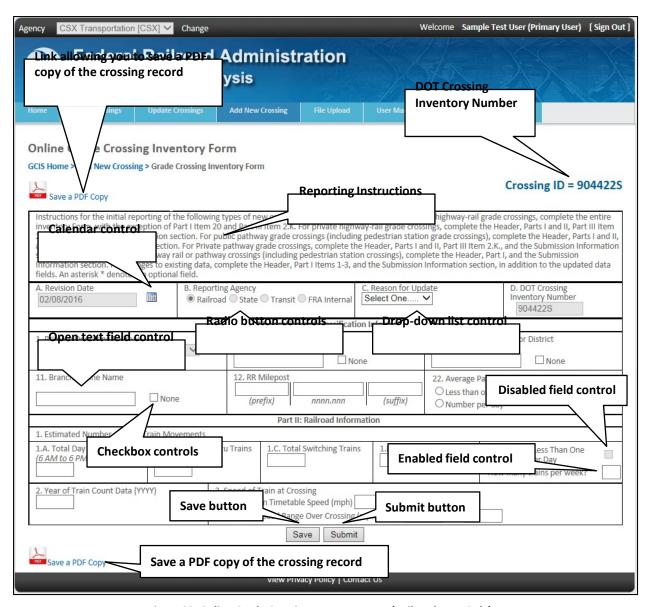


Figure 23. Online Grade Crossing Inventory Form (Railroad Data Only)

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.

 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.



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.

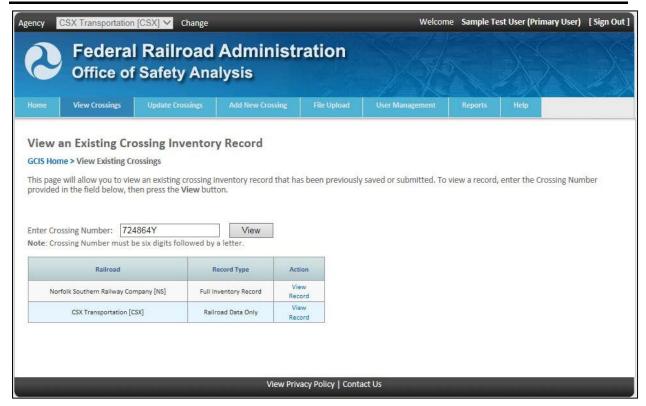


Figure 25. View an Existing Crossing Inventory Record

- 4. Click on the **View Record** link. The system will display either the <u>Full Inventory</u> 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 icon** located either above or below the form;
 - b. View another crossing record by pressing the **View Another Crossing Inventory Record** button located below the form; or
 - c. Exit the form and return to the home page by pressing the **Exit** button located below the form.

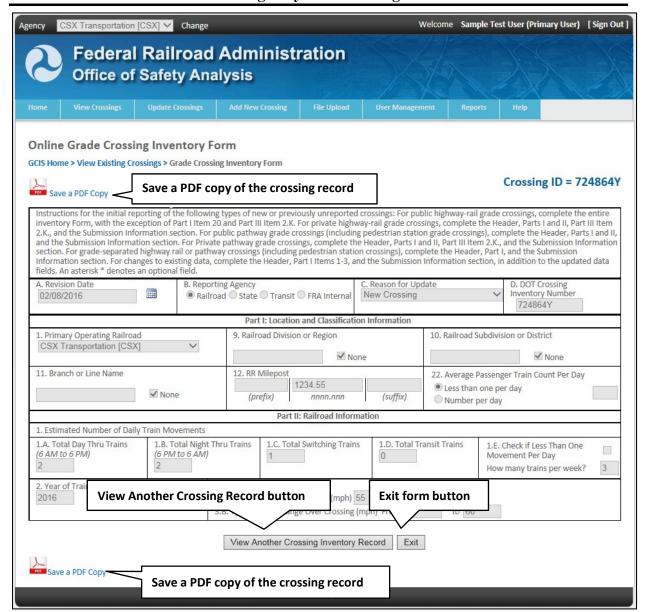


Figure 26. Online Grade Crossing Inventory Form (Railroad Data Only) in View Mode

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. After your update is submitted successfully, the application will generate an email notification to all relevant registered Railroad and State users for a public crossing, and all relevant registered Railroad users for a private crossing. Email notifications are not sent to delegated users.

Note: For additional information regarding the File Upload interface, please reference the <u>File Upload</u> section.

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

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



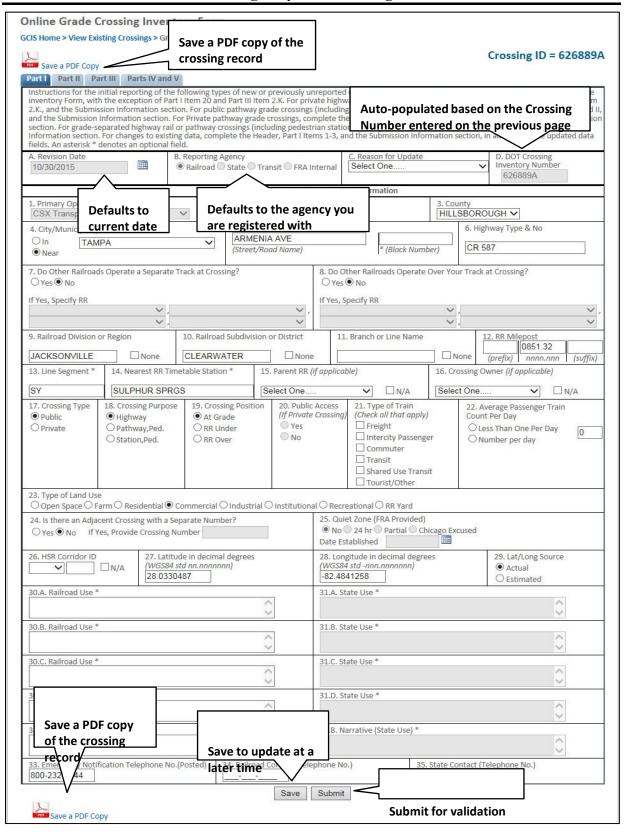
Figure 27. Update an Existing Crossing Inventory Record Page

- 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.
- 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 <u>Full Inventory Record</u> or the <u>Railroad Data Only</u> 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.
- Box D. DOT Crossing Inventory Number will automatically populate with the Crossing Number entered on the Update an Existing Crossing Inventory Record page.



| Figure 28. Online Grade Crossing Inventory Form (Full Inventory Record) in Update Mode |
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- 5. At any point, 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 any validation rules, the system will display a message indicating that the record contains validation errors (Figure 29); 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

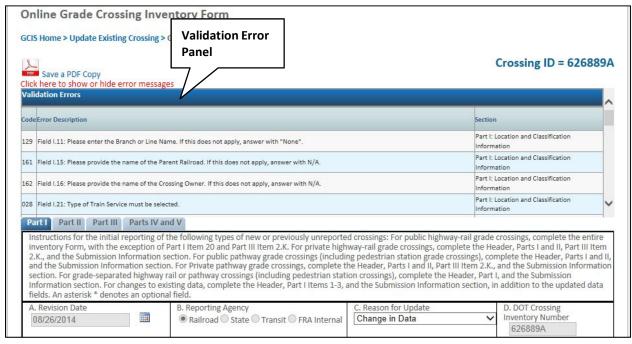


Figure 30. Panel Displaying Validation Errors

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

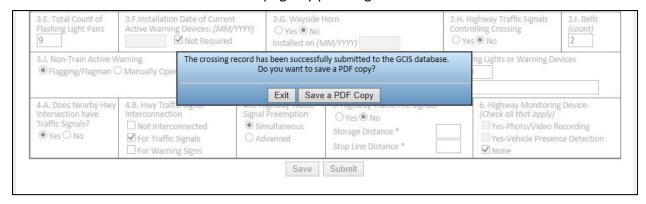


Figure 31. Submission Successful Confirmation Message

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.

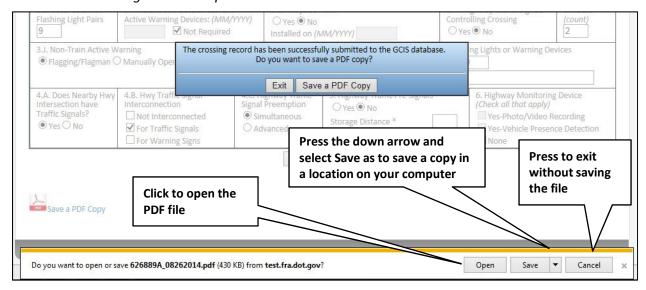


Figure 32. Open or Save the PDF Crossing Record

Add a New Crossing Inventory Record

The **Add a New Crossing Inventory Record** page provides you with the ability to submit data for a new crossing that is not in the National Crossing Inventory. After your crossing is submitted successfully, the application will generate an email notification to all relevant registered Railroad users for both public and private crossings. Relevant state users will receive an email notification for public crossings. Email notifications are not sent to delegated users.

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.



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



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

Enter the Crossing Number, select the Submission Type, 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:
 - o 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 <u>Online Grade Crossing Inventory Form (Full Inventory Record)</u>.
 - 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 <u>Online Grade</u> <u>Crossing Inventory Form (Railroad Data Only)</u> 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
- 4. Complete the remaining fields (Part I − V) of the form.

Note: The Instructions above the Header contain 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, 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 <u>must</u> use the FRA approved Excel template. Otherwise, the system will reject the entire submission. In addition, uploaded files are limited to 3 MB in total size. A file with 3 MB of crossing data can accommodate up to about 3,000 crossing records.

Workflow

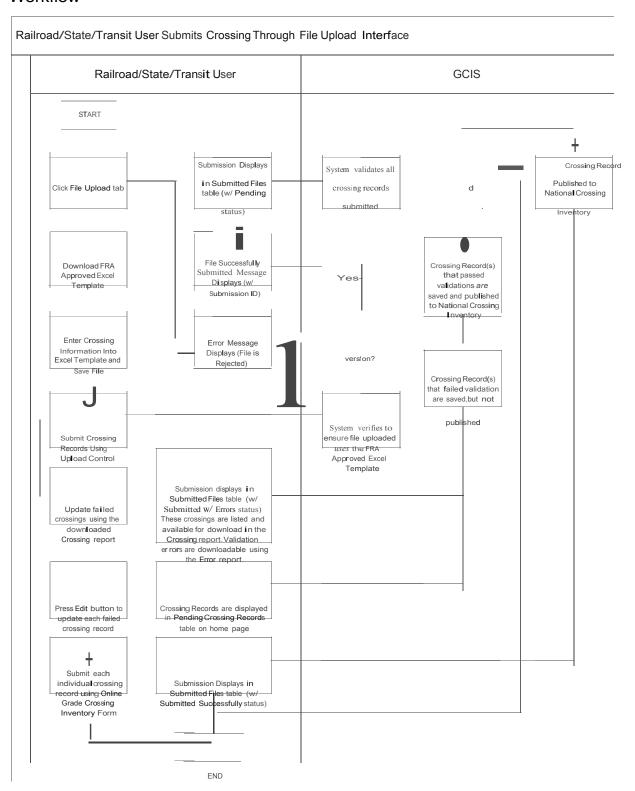


Figure 35. File Upload Workflow Process

FRA Approved Excel File Template

Download the Excel File Template

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



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



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

 Next to the Click to download text, click on either links for the Grade Crossing Inventory Form Template v2.7.0.0 Rel 12-01-2017 – Railroad Submitting Full Inventory Form or Grade Crossing Inventory Form Template v2.7.0.0 Rel 12-01-2017 – Railroad Submitting Only Train Count Data. For State users, the Grade Crossing Inventory Form Template v2.7.0.0 Rel 12-01-2017 – State link will be displayed.

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

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



Figure 38. Download the FRA Approved Excel Template

- 4. A **Save As** Windows dialog box will display with a listing of the directory on your computer.
- 5. Navigate to the location where you want to save the file. At the bottom of the **Save As** Windows dialog box, there is a field called **File name**. Type in the name of the file you want to save, and then press the **Save** button.

Note: The file must be saved with an .xlsx extension, which is only supported by Microsoft Excel 2010 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 2010 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.
 - 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 enforce validations immediately, requiring you to correct the error prior to continuing. For example, I.2. State will permit you to enter only 2 alpha characters, the abbreviation for the State where the crossing resides. Figure 35 depicts the error message displayed for this example.

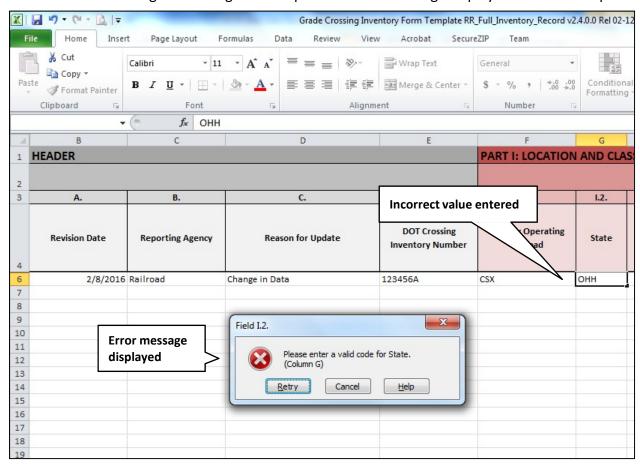


Figure 39. State Field Failed Validation Requirement

- f. A field marked with a black asterisk (*) 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 Template

- 1. Click on the **File Upload** tab located in the top navigation. The **Upload Multiple Crossing Records** page will display.
- 2. Click on the **Browse** button.
- 3. Your browser will display a **Choose File to Upload** dialog box listing your computer's file directory. Navigate to the directory where the file you want to upload is located.
- 4. Select the file and then press the **Open** button.
- 5. The system will display the file name into the **File to upload** text field provided. **Note:** If the incorrect file was selected, you can repeat step 1-5 to choose another file.
- 6. When you're ready to submit the file for processing, press the **Submit** button. The system will first determine if the file uploaded is using the FRA approved Excel template. If the file failed this requirement, the system will return an error message displayed in red above the File Upload control informing the user to download a copy of the template.



Figure 40. Choosing a File to Upload and Submit

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



Figure 41. File Uploaded Successfully Confirmation Message

If you have opted to receive email notifications every time crossing data are submitted for your agency, the system will send a notification message to your designated email address with 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.

In addition to the email notification of the successful submission, email notifications for the crossings updated will be sent to all relevant registered Railroad and State users for public crossings, and all relevant registered Railroad users for private crossings. Email notifications are not sent to delegated users.

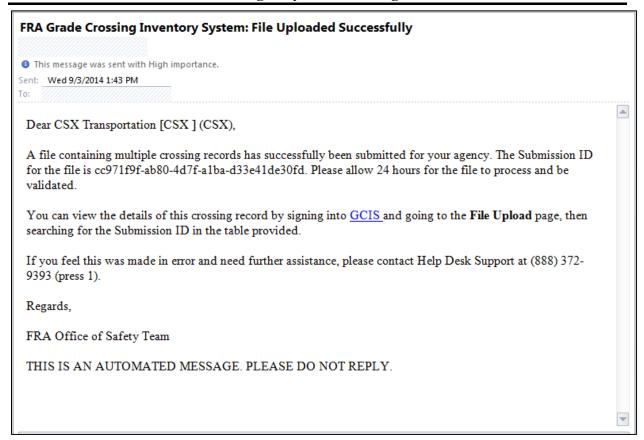


Figure 42. Sample File Upload Successful Email Notification

Note: If you have opted out of receiving email notifications for submitted crossing data, you will not receive this email. See <u>Manage My Profile</u> 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.

- 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 vary depending on if your computer is running on Windows or Mac and the type of browser you have installed on your computer (Internet Explorer, Firefox, Safari, etc.). The steps documented below are for users using the 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**.

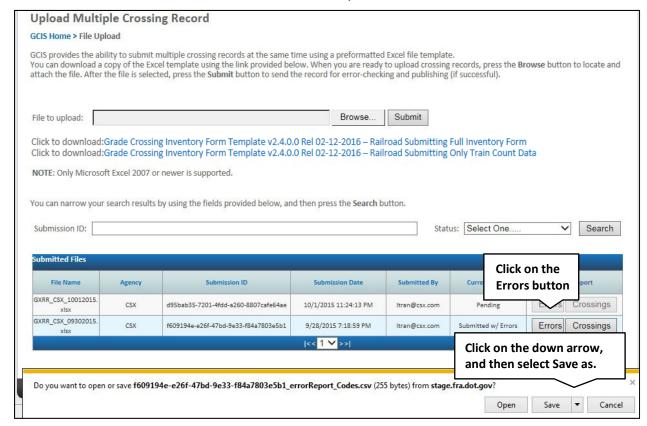


Figure 43. IE Browser User Prompting to Download the File

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

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

Unhandled Errors

Certain errors conditions can be categorized as Unhandled Errors. Most commonly, unhandled errors are caused by an application bug, a syntax error, or a timeout/deadlock condition on the server. In the event that an Unhandled Error is the cause of a submission failure, the application will indicate that the error was encountered. In addition to the existing error notification, a new Unhandled Errors report, available on the **Reports** tab, captures most unhandled errors and permits users to view the unhandled errors associated with their submissions. The report enables users to filter the data by Agency Code, Crossing ID, and/or Date Range. If the error was not generated by the user running the report, the Submitted By column will be blank to protect users' identities.

File Download

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

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

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



Figure 44: Accessing the Downloads Page

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

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

The request has been successfully submitted.
Please check back in 24 hours to view the status of the request.

OK

Figure 45: Confirmation Message

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

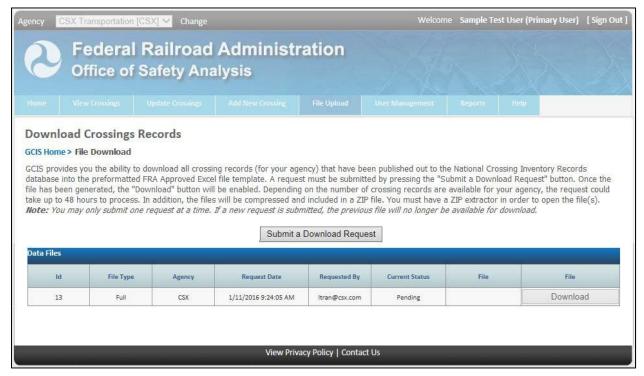


Figure 46: Download Request Pending Table

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



Figure 47: File is Ready for Download

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



Figure 48: IE Browser User Prompting to Download the File

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

User Management

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

Understanding the Manage GCIS Users Page

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

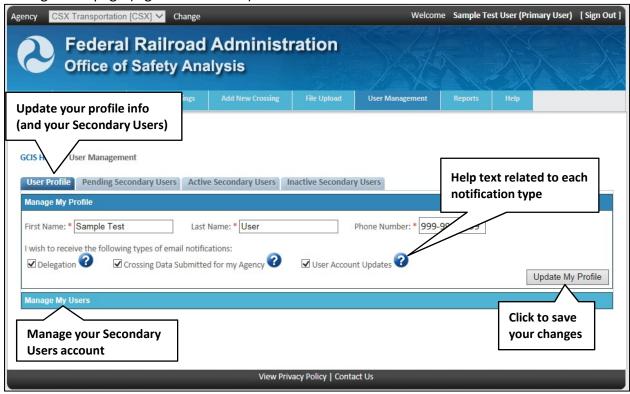


Figure 49. User Management Home Page (View for Primary Users)

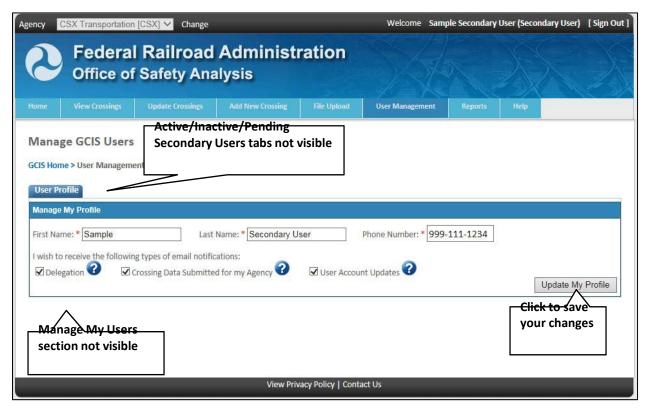


Figure 50. User Management Home Page (View for Secondary Users)

User Profile

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

Manage My Profile

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

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

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



Figure 51. Manage My Profile Section

Manage My Users

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

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



Figure 52. Manage My Users Section

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

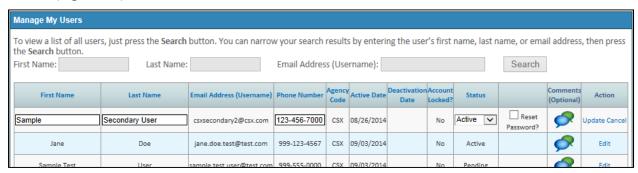


Figure 53. Selected Row in Edit Mode

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

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 <u>Changing Temporary Password</u> 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 54).



Figure 54. Secondary User Profile Information Update Successful Message

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 55).



Figure 55. Pending/Active/Inactive Secondary Users Tab

Pending Secondary Users

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

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

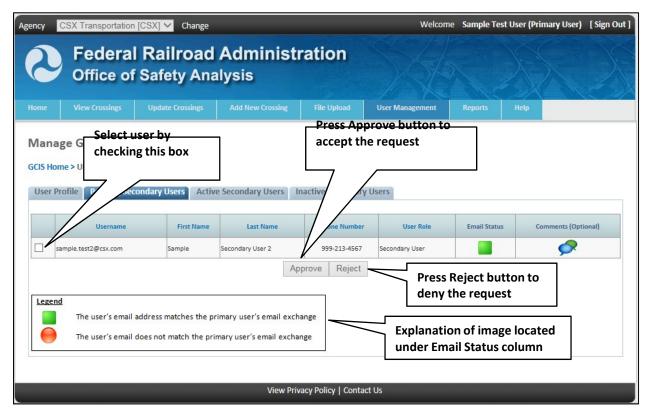


Figure 56. Pending Secondary Users Table

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

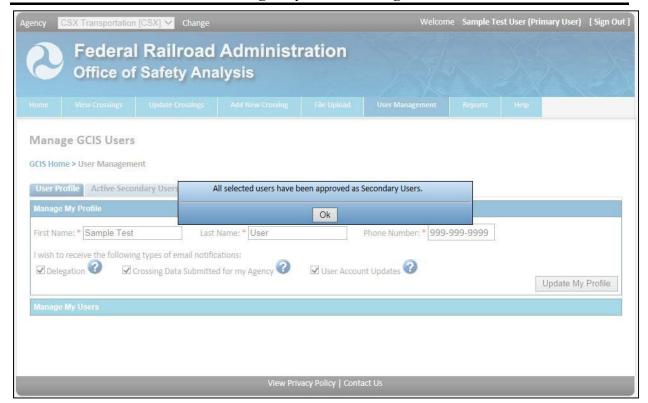


Figure 57. Confirmation Message for Approved Secondary Users

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

Active Secondary Users

1. Click on **Active Secondary Users** tab. The system will display a table listing all active Secondary Users for your agency (Figure 58).

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

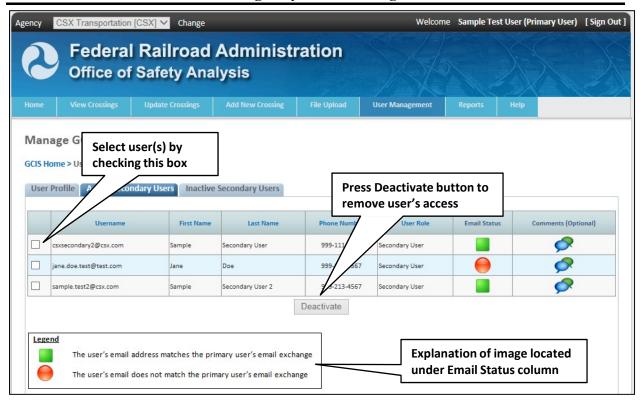


Figure 58. Active Secondary Users Table

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

Inactive Secondary Users

1. Click on **Inactive Secondary Users** tab. The system will display a table listing all inactive Secondary Users for your agency (Figure 59).

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

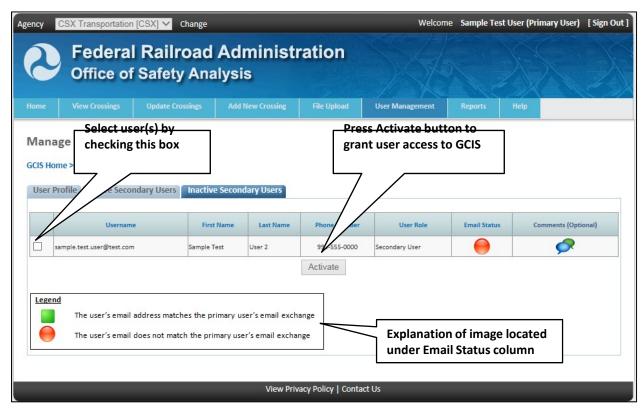


Figure 59. Inactive Secondary Users Table

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

Delegations

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

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

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

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

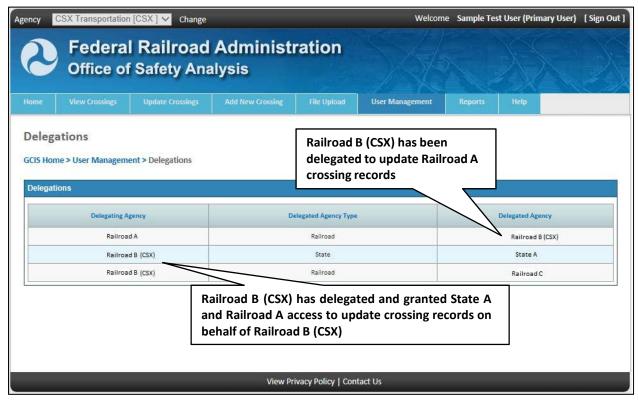


Figure 60. Delegations Table

Update Crossing Record on Behalf of the Delegating Agency

- 1. Click on the **Home** tab (or click on **GCIS Home** link located in the breadcrumb).
- 2. The **Agency** drop-down list will be enabled as depicted in Figure 61. **Note:** The **Agency** drop-down will only be enabled if you have delegation requests assigned and approved by FRA.



Figure 61. Changing to a Different Agency

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

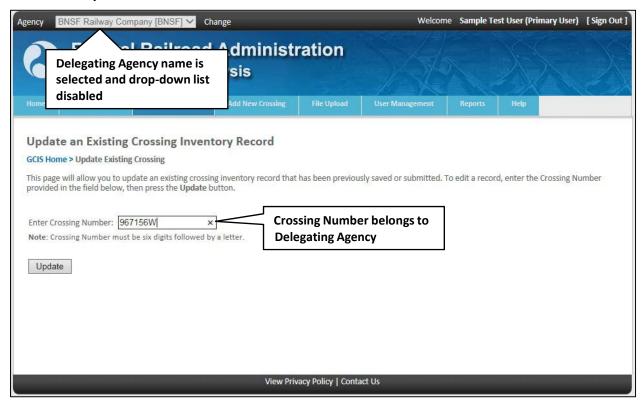


Figure 62. Update Crossings Page on Behalf of the Delegating Agency

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

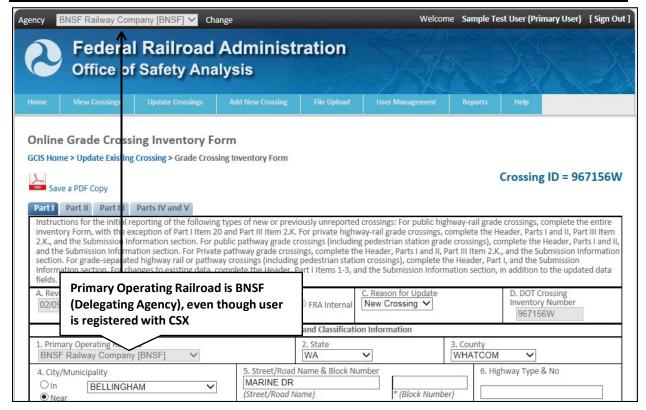


Figure 63. Online Grade Crossing Inventory Form Updating a Delegated Crossing

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

Reports

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

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

Understanding the Reports Page

Navigation

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



Figure 64. Reports Page

Page Numbers

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

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

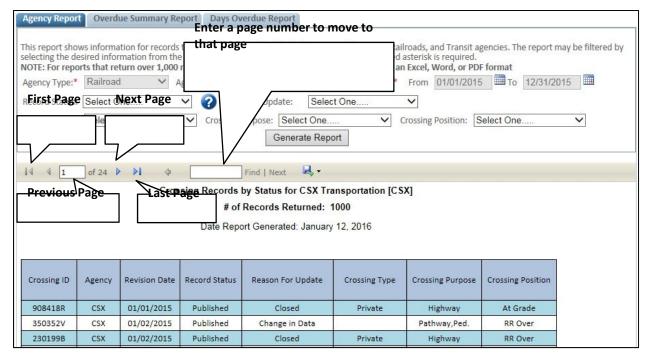


Figure 65. Report Paging

Export Report

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

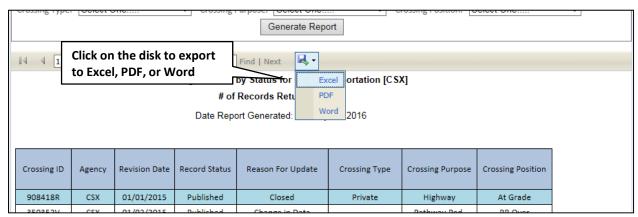


Figure 66. Export and Save a Copy of the Report

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

| Federal Railroad Administration Highway-Rail Crossing Division | | |
|--|------------|--|
| Note: The steps to saving a file vary depending on if your computer is running on W | rınaows or | |
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Mac and the type of browser you have installed on your computer (Internet Explorer, Firefox, Safari, etc.). The steps documented below are for users using Internet Explorer (IE) browser.

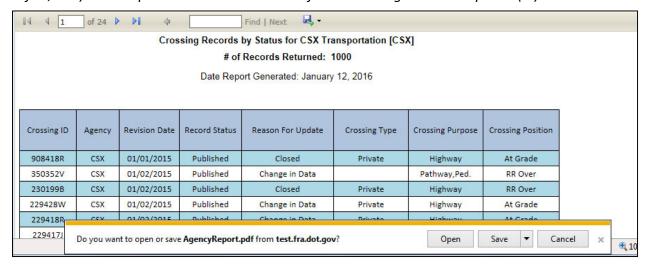


Figure 67. Prompt to Save the File (IE Browser Users)

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

Agency Report

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

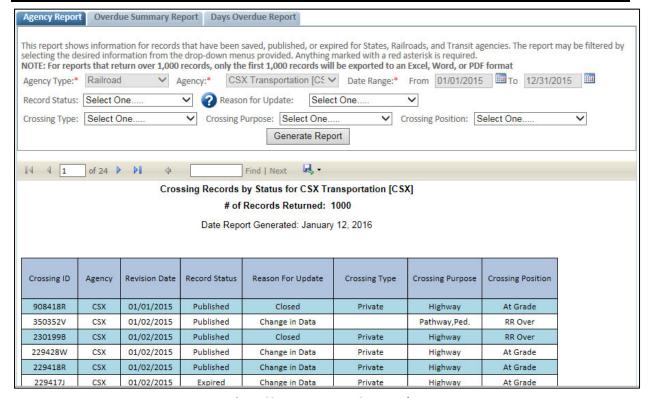


Figure 68. Agency Report Generated

Overdue Summary Report

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

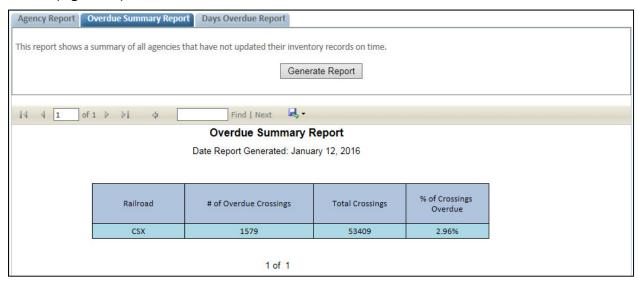


Figure 69. Overdue Summary Report

Days Overdue Report

- 1. Click on the **Days Overdue Report** tab.
- You can generate the report to return the results for a specific agency by completing the Agency Type and Agency field.

Note: This is optional.

- 3. Press the Generate button.
- 4. When the report is ready for viewing, it will be displayed below the Generate button (Figure 70).

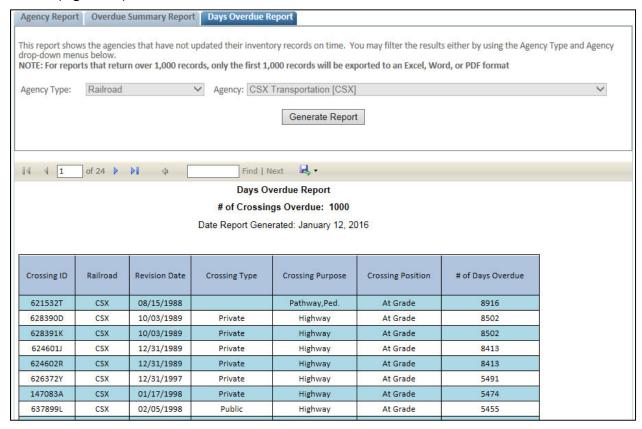


Figure 70: Days Overdue Report

Unhandled Errors Report

- 1. Click on the **Unhandled Errors** tab.
- 2. Press the **Generate Report** button.
- 3. When the report is ready for viewing, it will be displayed below the Generate Report button.

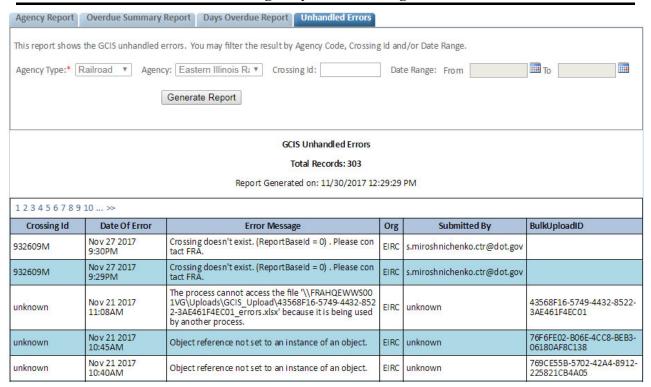


Figure 71: Unhandled Errors Report

GCIS Help

GCIS provides a **Help** section containing frequently asked questions (FAQs), documents available for download, system/application release notes, and contact information. GCIS Q&As can be found under the FAQs tab, documentation is located under the **Reference Documents** tab, and information on how to contact FRA for support can be found under the **Contact FRA** tab (Figure 72).

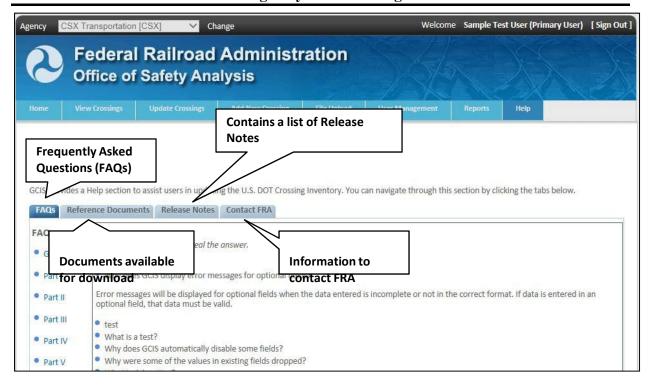


Figure 72. GCIS Help Page

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 73).



Figure 73. FAQs Section

Reference Documents

1. Click on the **Reference Documents** tab (Figure 74).



Figure 74. Reference Documents Section

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

document to view or save on your computer.

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

Release Notes

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

Information pertaining to all versions that were published along with the dates and

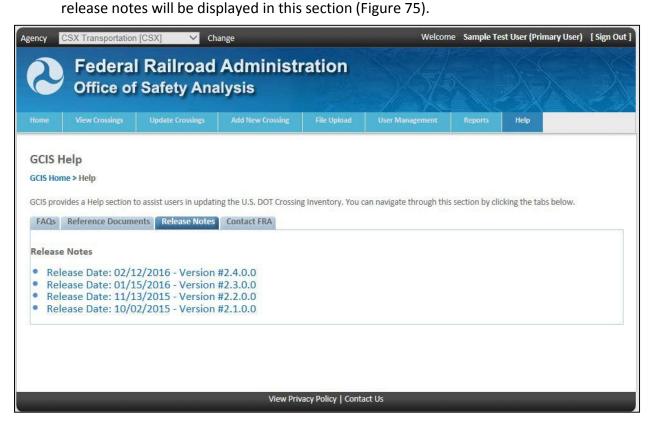


Figure 75: Release Notes Section

Contact FRA

1. Click on the **Contact FRA** tab.
Information to contact FRA via email, phone, or mailing correspondence will be displayed in this section (Figure 76).



Figure 76. Contact FRA Section

Section 3. User Account Registration

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

Note:

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

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

New Account

 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 77).

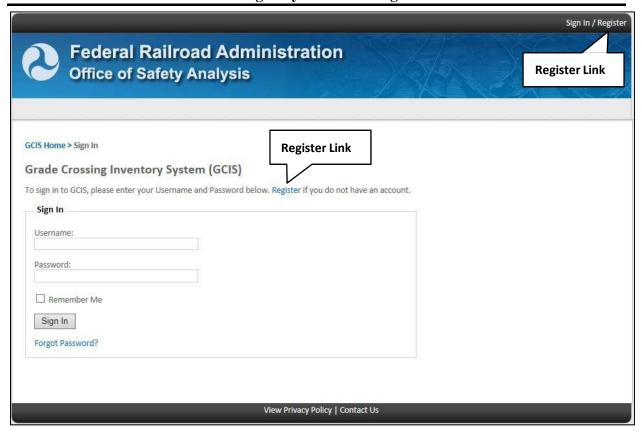


Figure 77. Register Link on Sign In Page

- 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 asterisk (*) indicates that it is required.
- 4. Once completed, press the **Complete Registration** button.



Figure 78. User Account Registration Page Completed

If the registration was successfully submitted, a confirmation page will display with a
message indicating that the request was successfully submitted (Figure 79).
 The registered user will receive an email notification confirming their request and
providing further instructions.



Figure 79. Registration Successfully Submitted

Multiple Accounts

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

down list and selecting "Change".

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

Reset Password

1. Click on the Forgot Password? link located on the GCIS Sign In page (Figure 80).

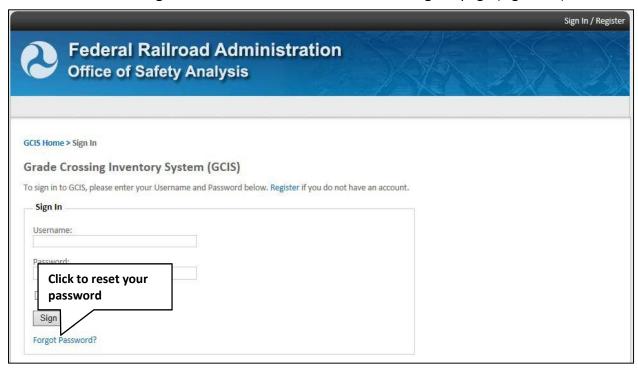


Figure 80. Forgot Password? Link on Sign In Page

- 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 81).



Figure 81. Security Answer on Reset Password Page

4. If the Security Answer provided is correct, the system will display a Success message (Figure 82). 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.



Figure 82. Password Successfully Reset

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 83).

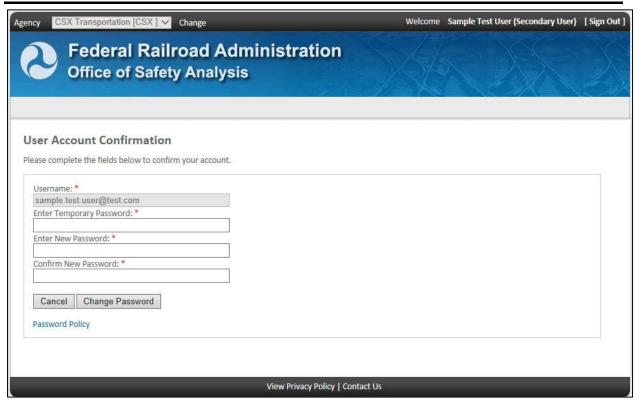


Figure 83. User Account Confirmation Page

- 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 84). Press the **Continue** button to be redirected to the **GCIS Home** page for sign in.

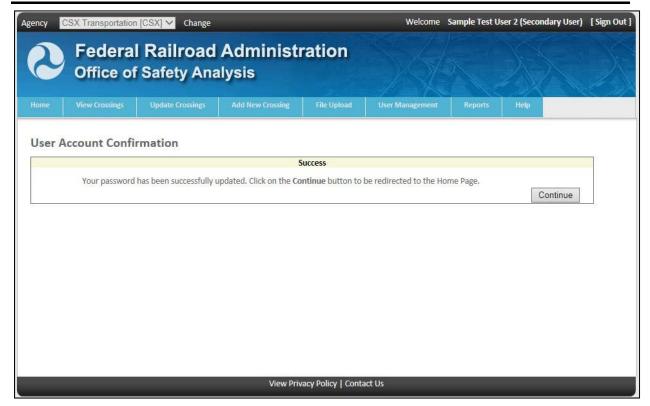


Figure 84. Password Successfully Updated Message