FRA Web User Guide for Application Administrators Grade Crossing Inventory System (GCIS) v3.2.0

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Revision Summary

Revision Date	Document Version #	Revision Class	Summary
03/06/2015	1.2	Major	Initial Availability
10/02/2015	2.0	Major	Revised and edited document to support Release 2.1.0.0 enhancements to include: • Page 33, Figure 35 • Page 34, Figure 36 • Page 36, Figure 39
11/13/2015	3.0	Major	Revised and edited document to support Release 2.2.0.0 enhancements to include: • Page 17, Figure 13 • Page 19, Figure 16 • Page 26, Figure 25 • Page 28, Figure 26 • Page 35, Figure 33
01/15/2016	4.0	Major	Revised and edited document to support Release 2.3.0.0 enhancements
02/12/2016	4.1	Minor	Updated Document Versioning Added instructions for deleting users in User Management • Page 46
12/28/2016	4.2	Minor	Updated Document Versioning
02/17/2017	4.3	Minor	Updated Document Versioning Revised and edited document to support Release 2.6.0.0 enhancements to include: • A note was added for Page 19, Figure 16
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07/02/2019	4.6	Minor	Updated Document Versioning Updated Page 1 RRS 23 to RRS 22
04/30/2020	4.7	Minor	Updated Release Version and Dates

03/16/2021	4.8	Minor	Updated Document Versioning Updated page numbering in the Table of Contents and List of Figures Updated Figure Numbers Revised document to provided updated information, and support Release 3.0.0 enhancements which include: • Added to the List of Figures, Figures 31 and 32 regarding Quiet Zone updates. • On page, 30, added to **View an Existing Crossing Inventory Record** section, information regarding a tool tip for I.25. Quiet Zone. • Revised pages 29-30 description of **Update an Existing Crossing Inventory Record**. • On page 29, replaced Figure 25. **Update an Existing Crossing Inventory Record Page**, • On page 34, added a section: **Quiet Zone Update** and added Figure 31 regarding Quiet Zone updates. • On page 35, added a section: **Quiet Zone Data in Update an Existing Crossing Inventory Record Page** and added Figure 32 regarding Quiet Zone updates. • Added to page 45, in the **File Download** section, a paragraph about the QuietZone.csv file. • On page 62, updated Figure 59 to show GCIS Read Only User • On page 63, updated Figure 60 to show GCIS Read Only User • On page 62 revised **Add Internal User** section to include a User Role for GCIS Read Only User

06/13/2022	4.9	Minor	Revised and edited document, to include: Updated styles and autoformatting of the doc for web application of word Updated Release version and dates Updated Table of Contents by adding Pending Record Notification and Cancellation Updated page numbers in Table of Contents and in List of Figures After Figure 13 in the Pending Crossing Records Tab section was updated for the timeframe of the pending record cancellation. Pending Record Notification and Cancellation section added a Note regarding section the time frame for cancellation. Within the **Admin Tools** section, added a paragraph on the **Transfer POR** tool**,** used to transfer Primary Operating Railroad.

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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 is a Role-Based System

As a GCIS Application Administrator user, you are assigned one of three Admin roles: **GCIS Admin, FRA Admin,** or **Data Tech Analyst**. Your system access – what you can/cannot do in GCIS – is determined by your role. For example, users with the role of GCIS Admin can (among other things) (1) manage lookup values; (2) create new users and assign them the role of GCIS Admin, FRA Admin or Data Tech Analyst; and (3) approve any newly registered pending users; whereas users with the role of FRA Admin can only (1) approve pending Primary User accounts, (2) manage all user profiles, not including GCIS Admins; and (3) create new users and assign them the role of FRA Admin or Data Tech Analyst.

Note: *This Admin Web User Guide is written using the role of* ***GCIS Admin****, with access to all properties.*

GCIS Employs Several Navigation Options

Top Navigation Tabs

Each page in GCIS has nine navigation tabs on the top of the page: **Home, View Crossings, Update Crossings, Add New Crossing, File Upload, User Management**, **Admin Tools, Reports,** 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 additional sub-menu items. The* ***Admin Tools*** *tab will not be available to FRA Admins and Data Tech Analysts.*

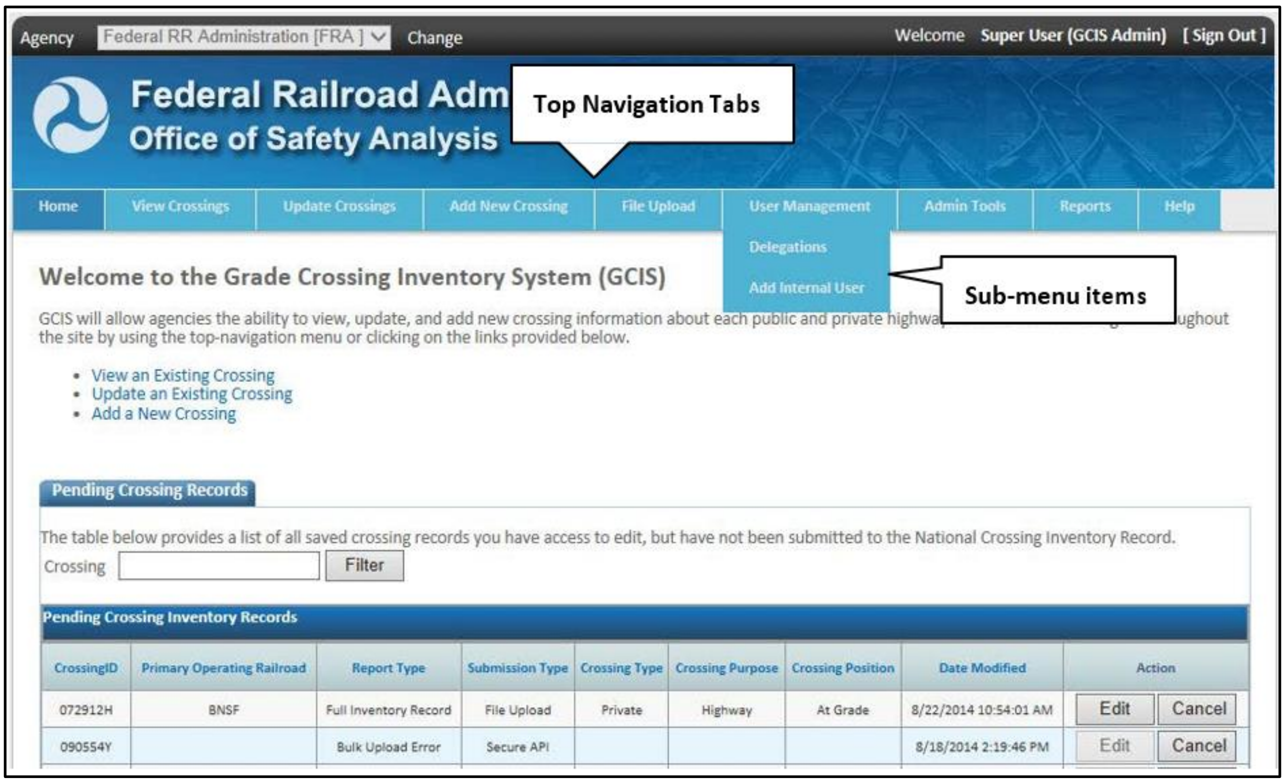


Figure 1 - GCIS Top Navigation Tabs

Hyperlinks

Links in GCIS 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 Links

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

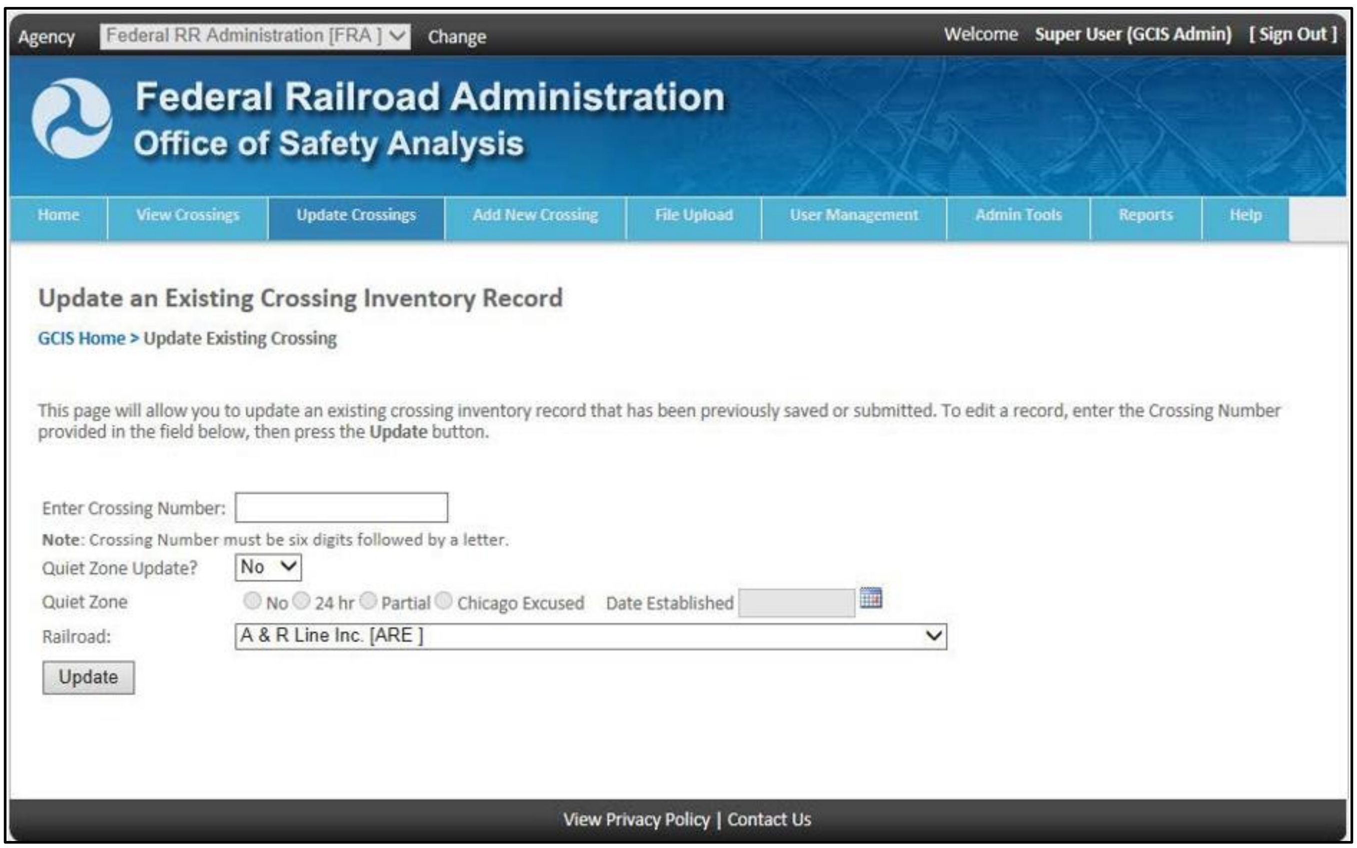


Figure 3 - Update an Existing Crossing Page

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 (>).

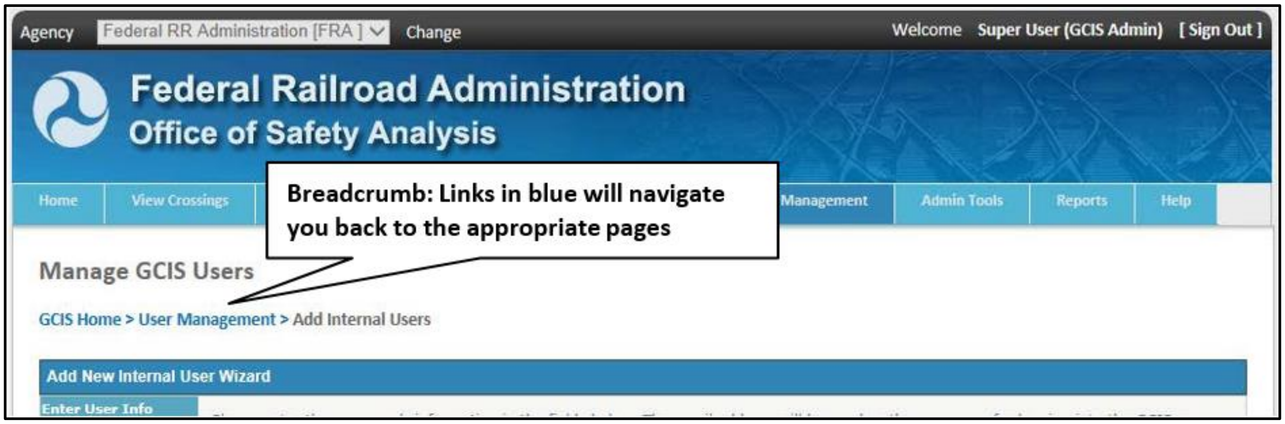


Figure 4 - Breadcrumb Navigation Trail

Page Numbers

If you look at the bottom of any "table" in GCIS, 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).

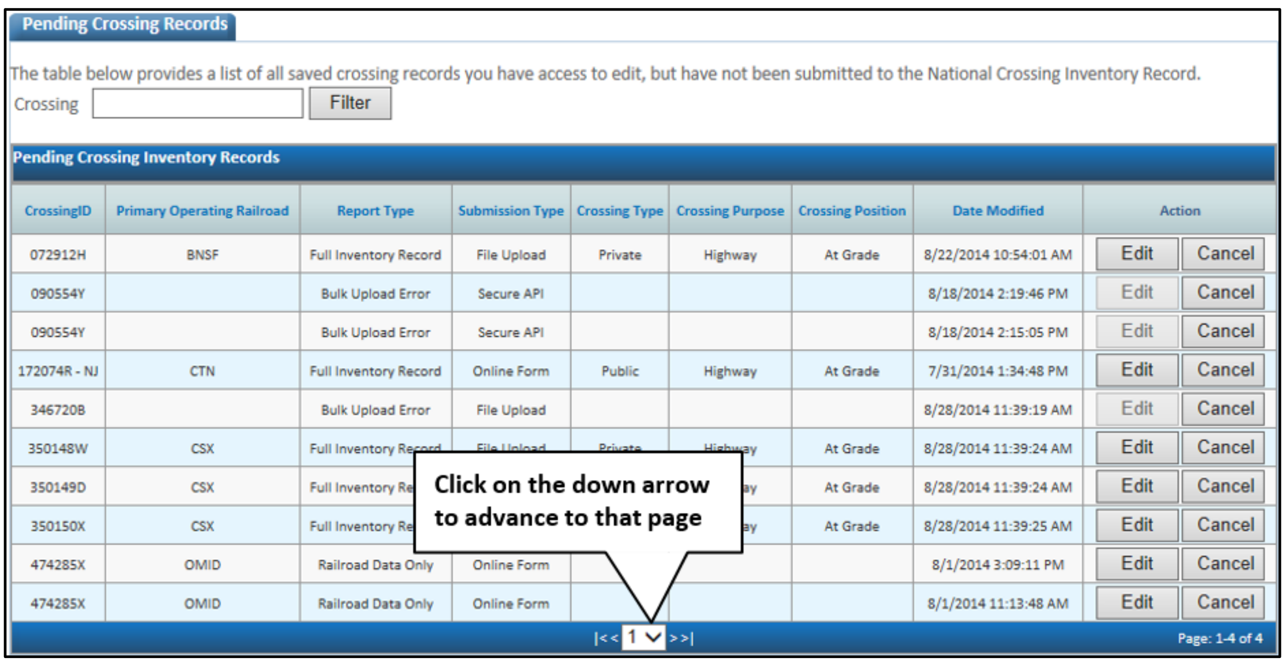


Figure 5 - Advance Using Page Numbers

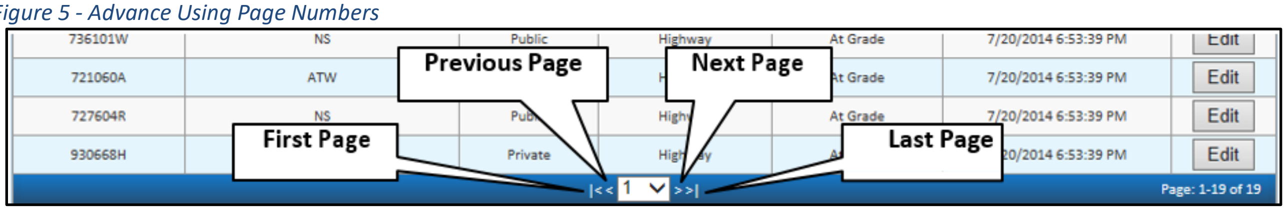


Figure 6 - Advance Using Page Arrows

GCIS Web Session Management

GCIS 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 is about to expire. 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).

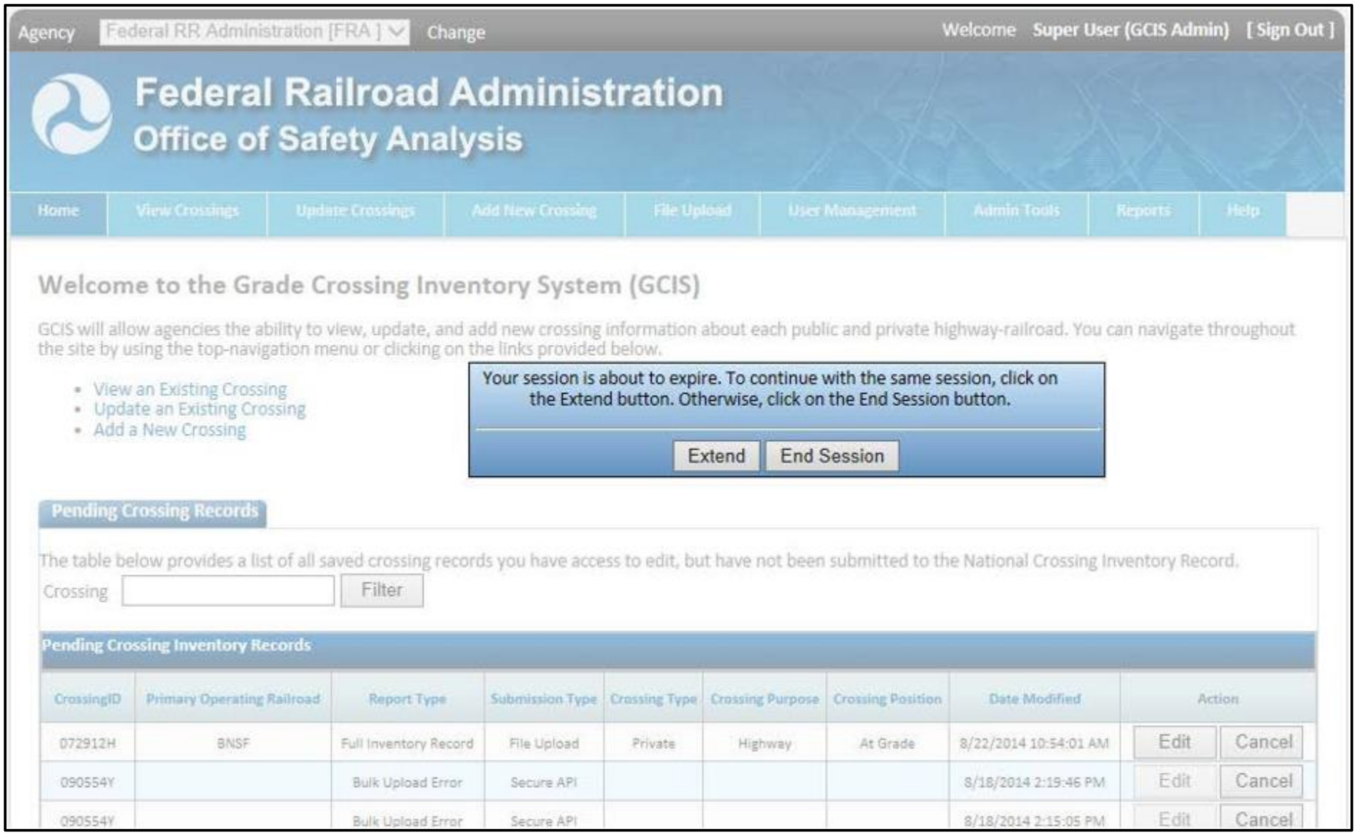


Figure 7 - Session Timeout Notification Window

If a response is 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 remain open with 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 registered users of GCIS (Figure 8).

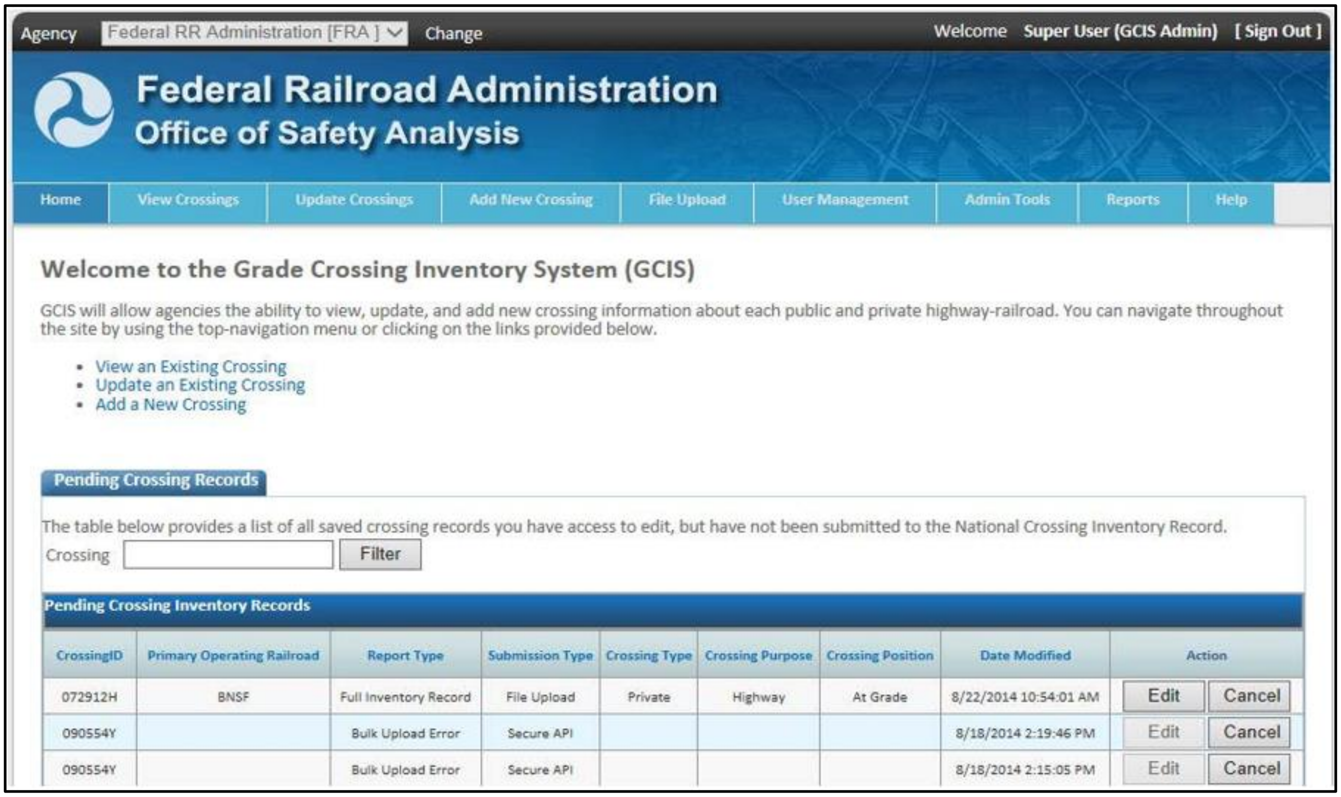


Figure 8 - GCIS Home Page

Site Header (Logged In User Information)

The black row located above the site header will display the current logged in user's name, role, a sign out link, and the name of the agency the user is registered with (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 for all GCIS Admins, FRA Admins, and Data Tech Analysts. This control will only be enabled for users of Railroad, State, and Transit agencies that were delegated to report on the behalf of other agencies. Please reference the [Delegations](#) section for more information regarding the Delegation process and setup.*

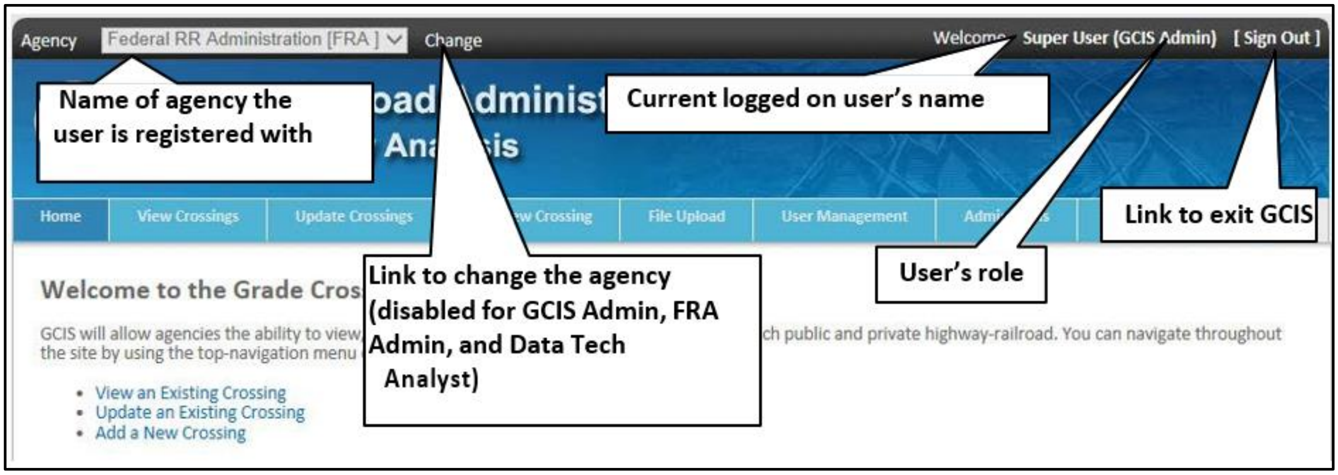


Figure 9 - GCIS Site Header

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.

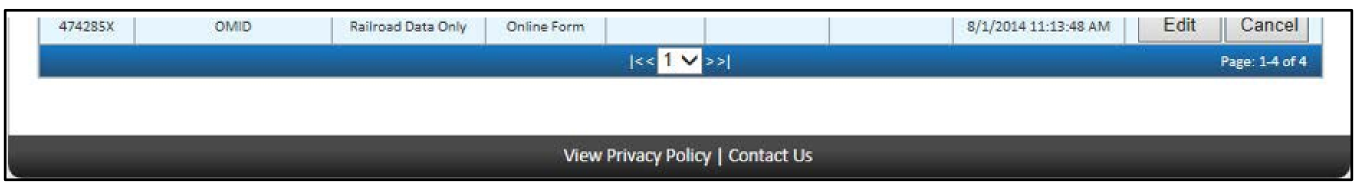


Figure 10 - Site Footer

Quick Links

GCIS 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 you to the **View an Existing Crossing Inventory Record** page. The **Update an Existing Crossing** link (also the **Update Crossings** tab) will redirect 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.

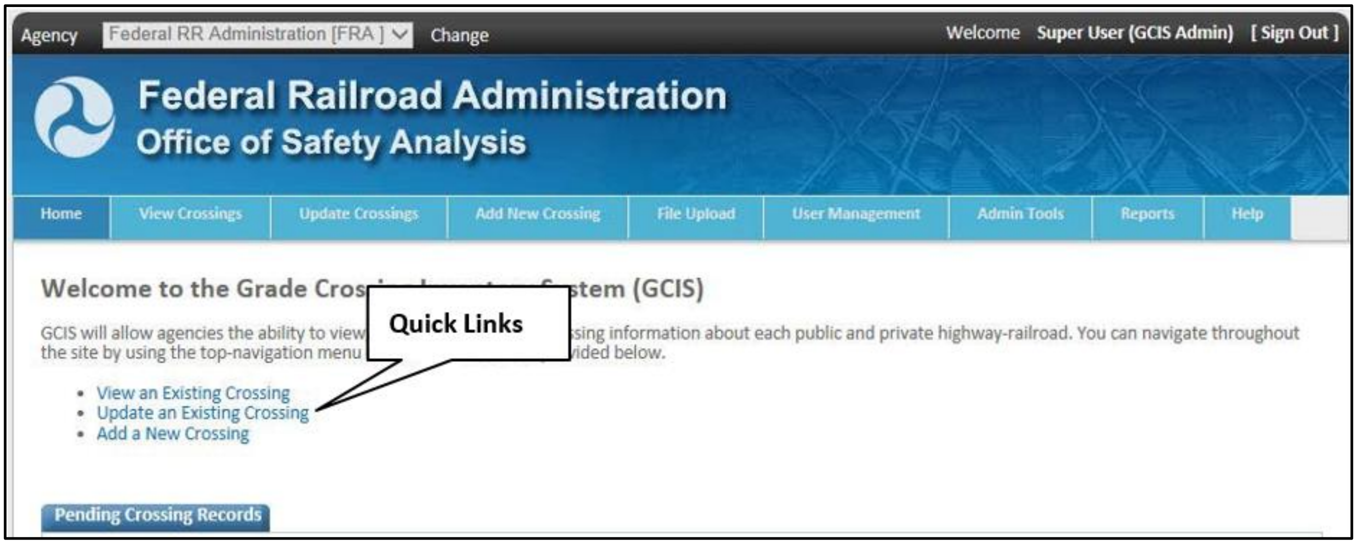


Figure 11 - Home Page Quick Links

Pending Crossing Records Tab

This table provides a list of all crossing record(s) that were saved by you or Railroad, Transit, and State agencies, but have not been submitted to the National Crossing Inventory, allowing you to quickly access these records for viewing and updating (Figure 12).

The 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 Grade Crossing Inventory Form in update mode. To cancel a record and remove it from the list, press the **Cancel** button. The table will display 10 records at a time and you can page through the table using the page numbers located below the table.

NOTE: Additional information on Pending Records is provided later in this Guide, in the subsection **Pending Record Notification and Cancellation**, under the section **Update an Existing Crossing Inventory Record**.

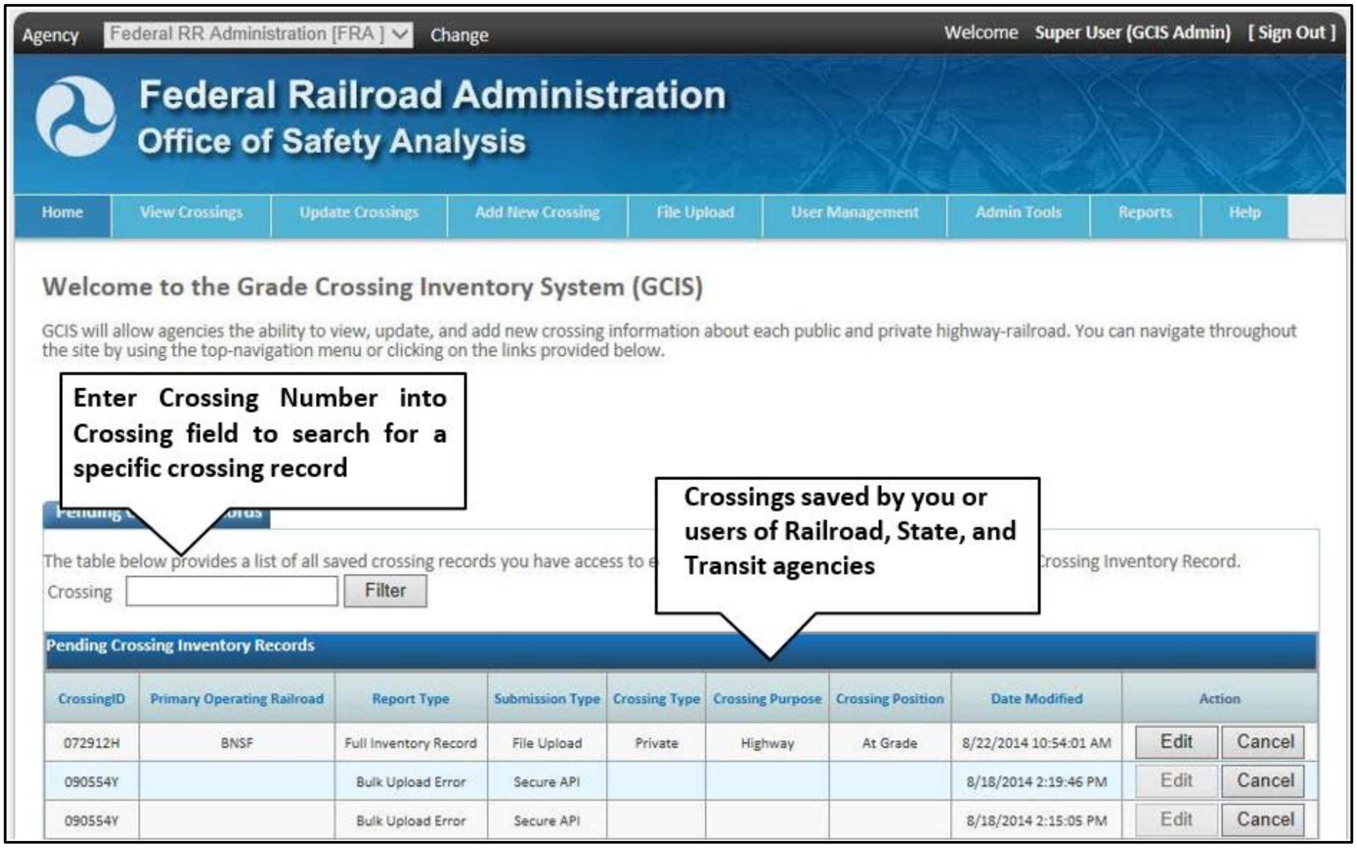


Figure 12 - Pending Crossing Records Tab

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. This form is considered the *Full Inventory Record* form. There is a second form called the *Railroad Data Only* form. This form will only display Parts I and II of the inventory form containing a subset of the fields. You will be able to save and submit crossing records using the online web form, along with saving a PDF copy of the record to store locally on your computer. It contains several features and functionalities that will be further explained in subsequent sections.

Understanding the Online Grade Crossing Inventory Form

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 13):

- **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 figures below depict the many features of the Online Grade Crossing Inventory (Full Inventory Record) Form.

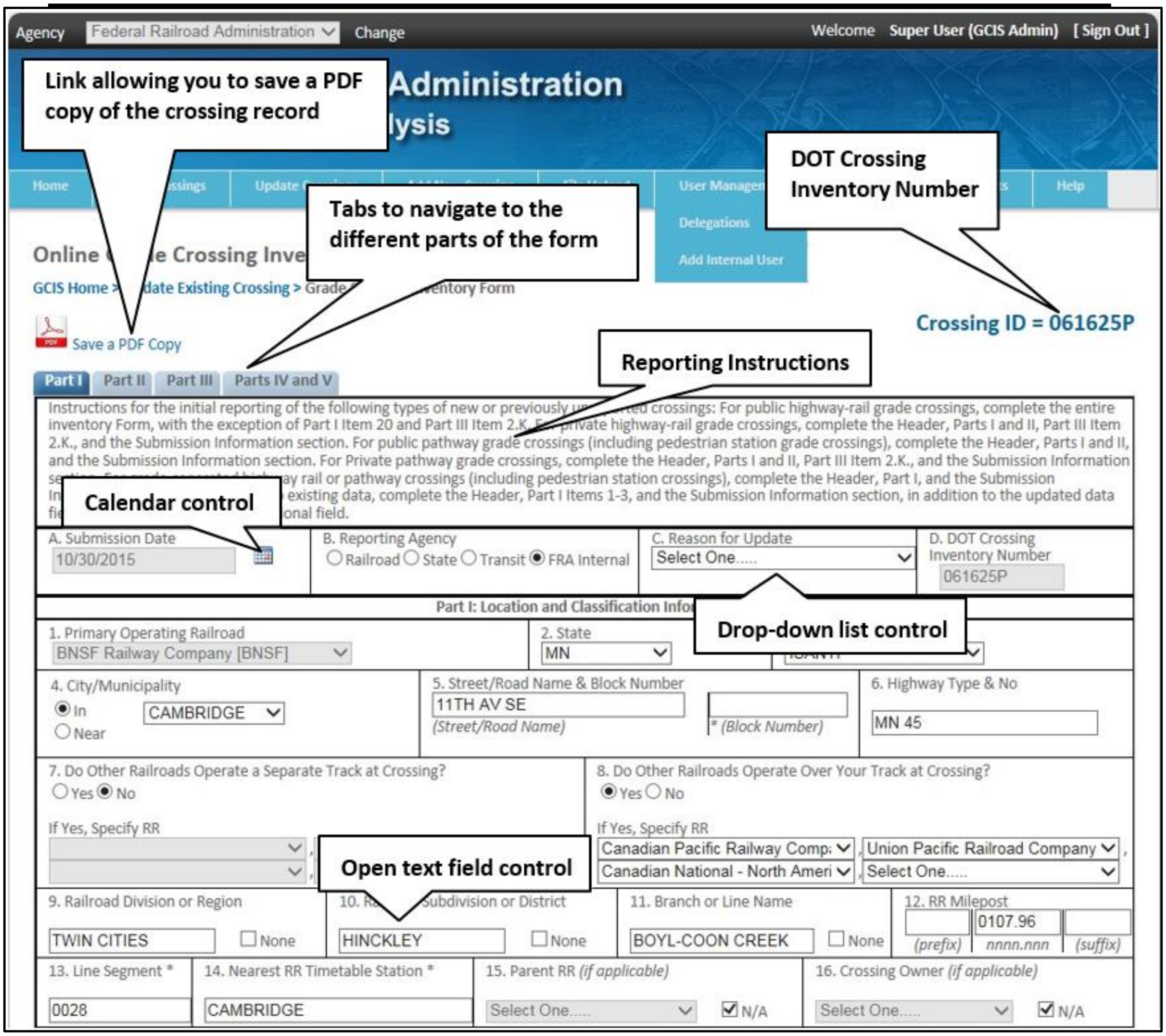


Figure 13 - Features of the Online Grade Crossing Inventory Form (Full Inventory Record) – Part 1

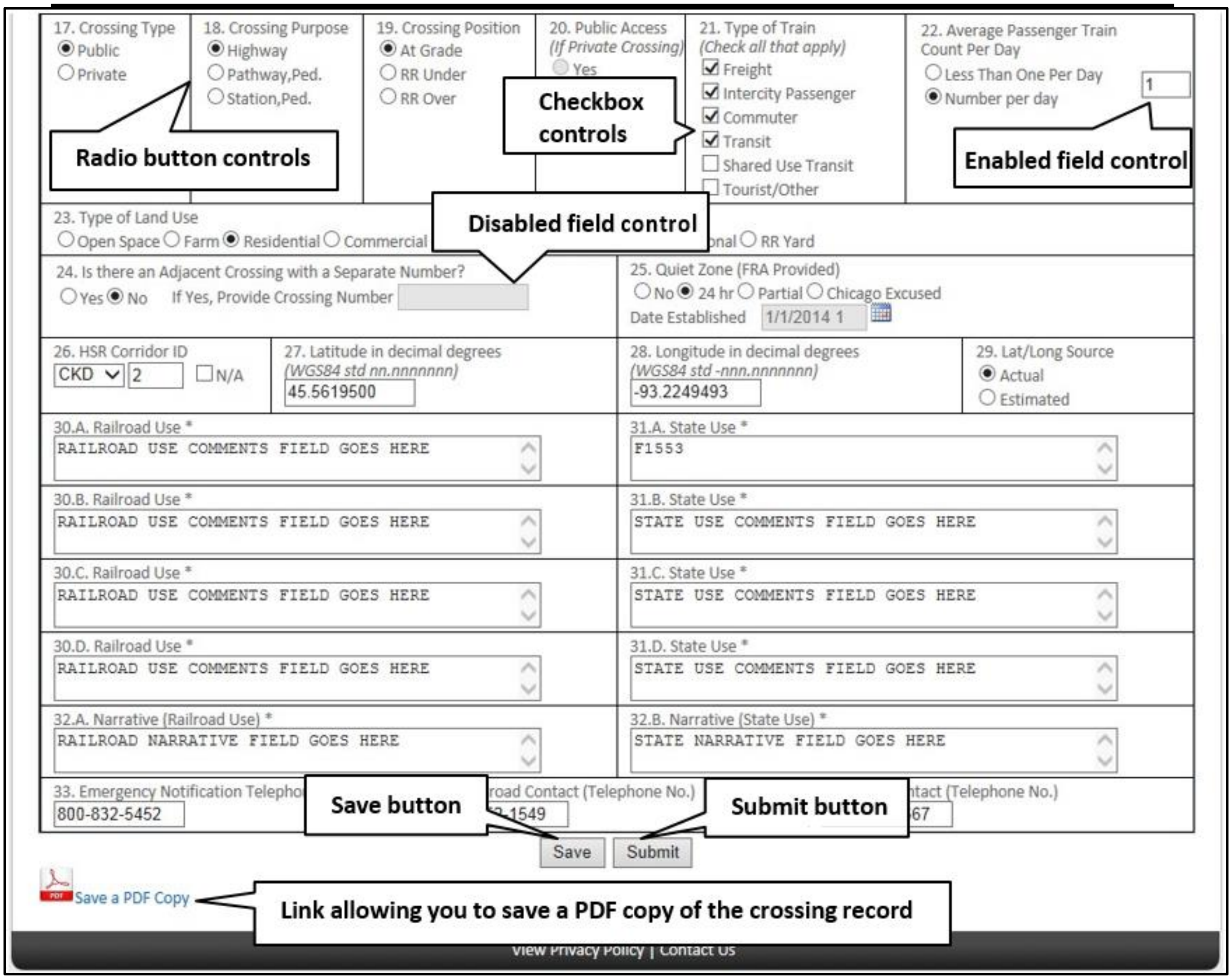


Figure 14 - Features of the Online Grade Crossing Inventory Form (Full Inventory Record) – Part 2

Header Information

This section contains the Submission Date, Reporting Agency, Reason for Update, and DOT Crossing Inventory Number.

Note:

- *Field A. Submission Date will be displayed as Revision Date for Railroad, State, and Transit users. The system will allow you to select past or current date when logged in as a GCIS Admin, FRA Admin, or Data Tech Analyst.*
- *For field B. Reporting Agency, the system will default to FRA Internal for users logged in as a GCIS Admin, FRA Admin, or Data Tech Analyst.*

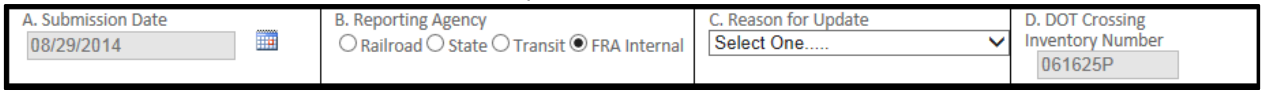
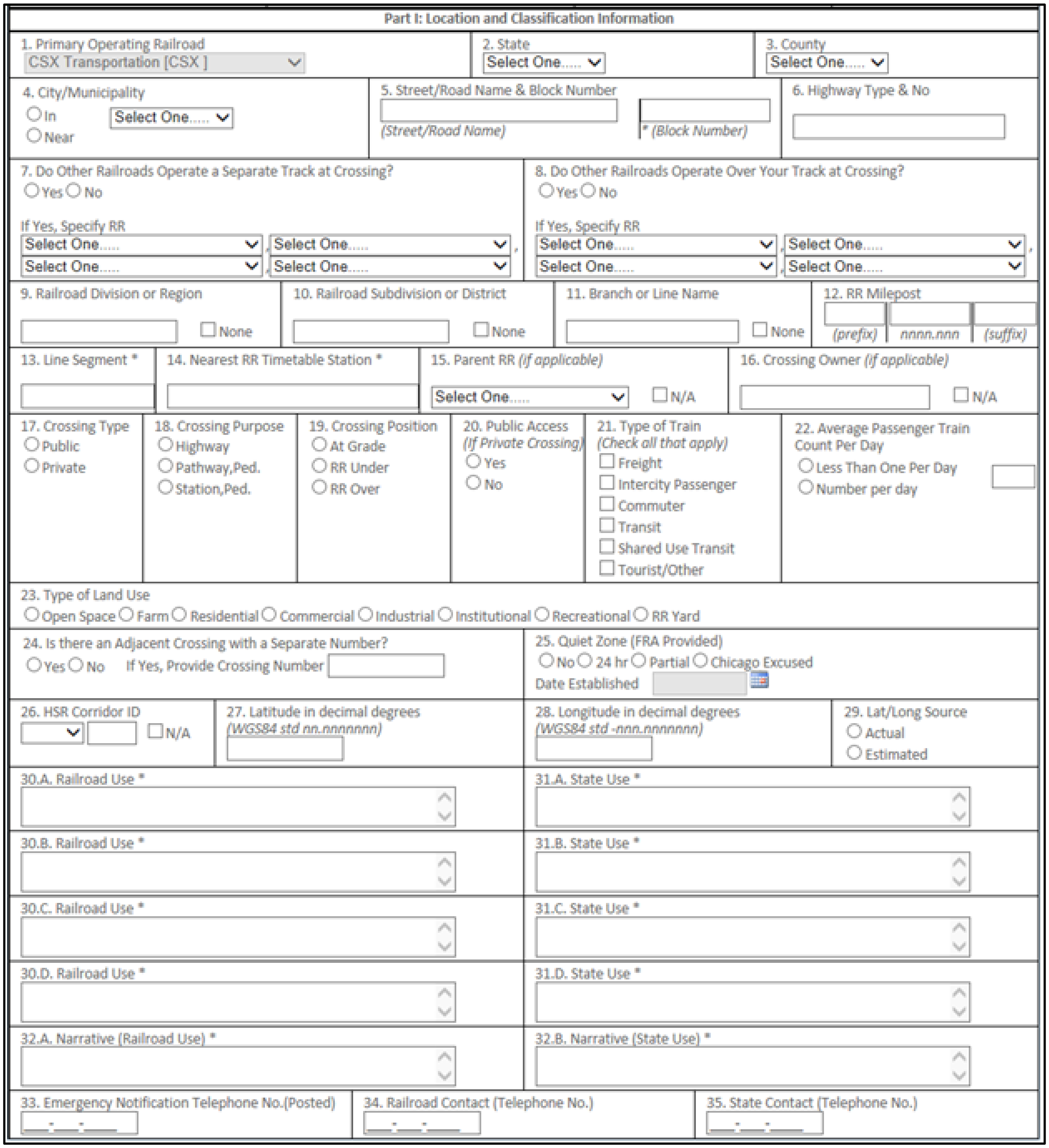


Figure 15 - Header Information

Part I: Location and Classification Information

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

Note: FRA Admin staff are able to set field 1. Primary Operating Railroad to None (UNK) to indicate that the crossing does not have a Primary Operating Railroad.



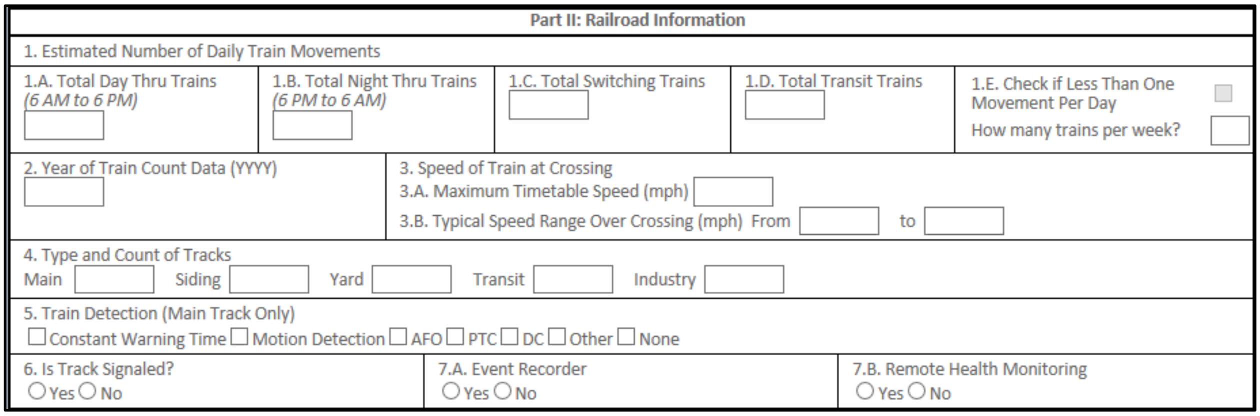
Part I: Location and Classification Information

1. Primary Operating Railroad
CSX Transportation [CSX]
2. State
Select One.....
3. County
Select One.....
4. City/Municipality
In
Near
Select One.....
5. Street/Road Name & Block Number
(Street/Road Name)
* (Block Number)
6. Highway Type & No
7. Do Other Railroads Operate a Separate Track at Crossing?
Yes No
If Yes, Specify RR
Select One.....
8. Do Other Railroads Operate Over Your Track at Crossing?
Yes No
If Yes, Specify RR
Select One.....
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 *
14. Nearest RR Timetable Station *
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 If Yes, Provide Crossing Number
25. Quiet Zone (FRA Provided)
No 24 hr Partial Chicago Excused
Date Established
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 *
31.A. State Use *
30.B. Railroad Use *
31.B. State Use *
30.C. Railroad Use *
31.C. State Use *
30.D. Railroad Use *
31.D. State Use *
32.A. Narrative (Railroad Use) *
32.B. Narrative (State Use) *
33. Emergency Notification Telephone No.(Posted)
34. Railroad Contact (Telephone No.)
35. State Contact (Telephone No.)

Figure 16 - 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 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
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 (YYYY)

3. Speed of Train at Crossing
3.A. Maximum Timetable Speed (mph)
3.B. Typical Speed Range Over Crossing (mph) From to

4. Type and Count of Tracks
Main Siding Yard Transit Industry

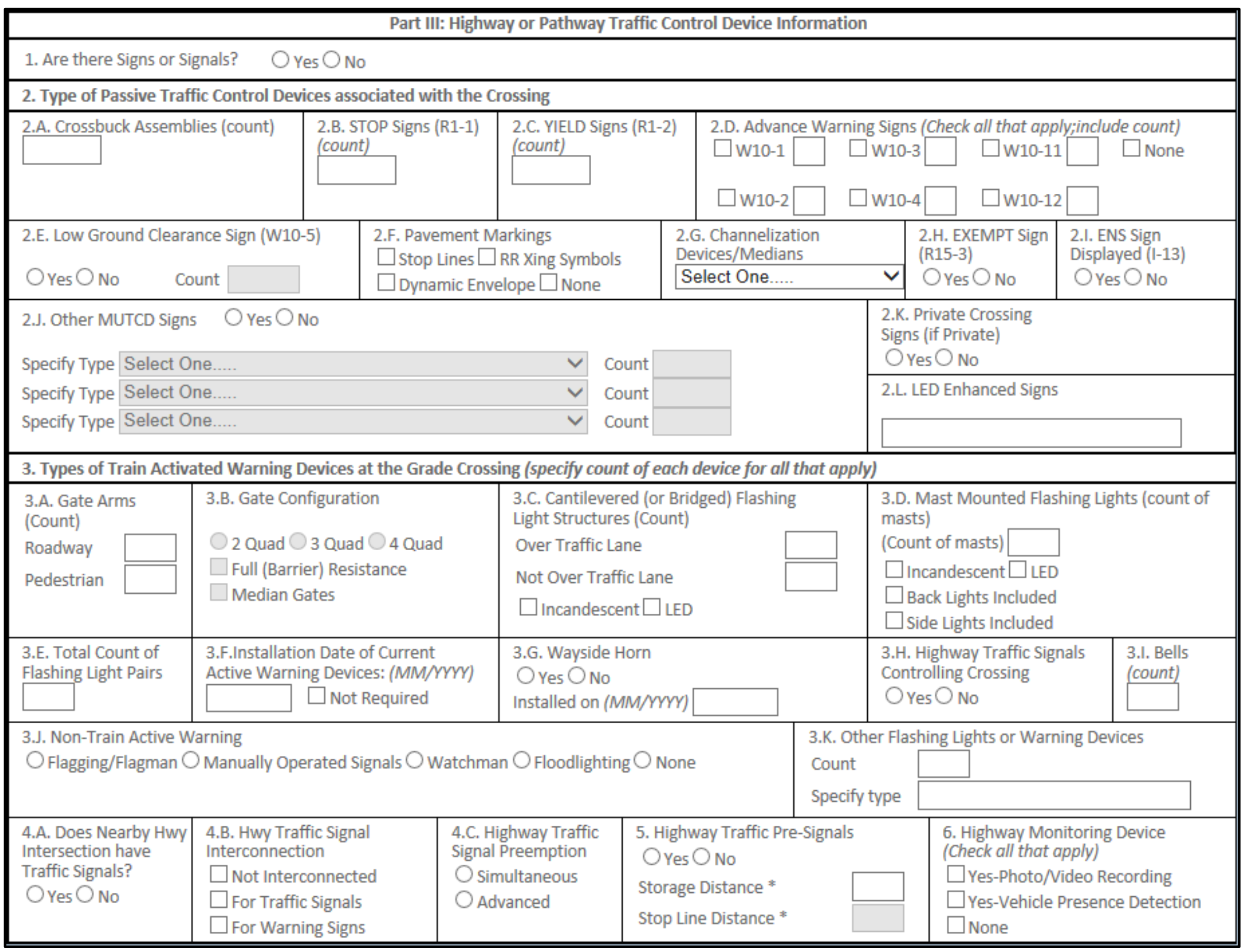
5. Train Detection (Main Track Only)
☐ Constant Warning Time ☐ Motion Detection ☐ AFO ☐ PTC ☐ DC ☐ Other ☐ None

6. Is Track Signaled? ○ Yes ○ No
7.A. Event Recorder ○ Yes ○ No
7.B. Remote Health Monitoring ○ Yes ○ No

Figure 17 - 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 Traffic Control Devices associated with the Crossing

2.A. Crossbuck Assemblies (count)
2.B. STOP Signs (R1-1) *(count)*
2.C. YIELD Signs (R1-2) *(count)*
2.D. Advance Warning Signs *(Check all that apply;include count)*
☐ W10-1 ☐ W10-3 ☐ W10-11 ☐ None
☐ W10-2 ☐ W10-4 ☐ W10-12

2.E. Low Ground Clearance Sign (W10-5) ○ Yes ○ No Count
2.F. Pavement Markings ☐ Stop Lines ☐ RR Xing Symbols ☐ Dynamic Envelope ☐ None
2.G. Channelization Devices/Medians Select One.....
2.H. EXEMPT Sign (R15-3) ○ Yes ○ No
2.I. ENS Sign Displayed (I-13) ○ Yes ○ No

2.J. Other MUTCD Signs ○ Yes ○ No
Specify Type Select One..... Count
Specify Type Select One..... Count
Specify Type Select One..... Count

2.K. Private Crossing Signs (if Private) ○ Yes ○ No
2.L. LED Enhanced Signs

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
Pedestrian

3.B. Gate Configuration
○ 2 Quad ○ 3 Quad ○ 4 Quad
☐ Full (Barrier) Resistance
☐ Median Gates

3.C. Cantilevered (or Bridged) Flashing Light Structures (Count)
Over Traffic Lane
Not Over Traffic Lane
☐ Incandescent ☐ LED

3.D. Mast Mounted Flashing Lights (count of masts)
(Count of masts)
☐ Incandescent ☐ LED
☐ Back Lights Included
☐ Side Lights Included

3.E. Total Count of Flashing Light Pairs
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)*

3.J. Non-Train Active Warning
○ Flagging/Flagman ○ Manually Operated Signals ○ Watchman ○ Floodlighting ○ None

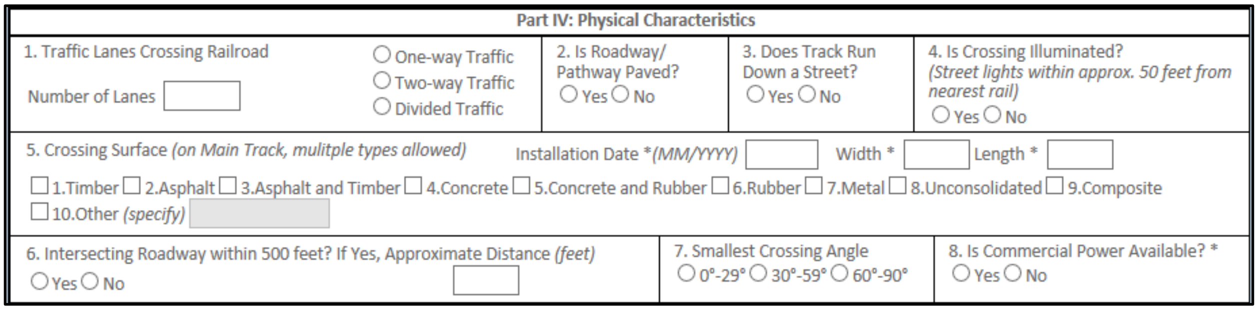
3.K. Other Flashing Lights or Warning Devices
Count
Specify type

4.A. Does Nearby Hwy Intersection have Traffic Signals? ○ Yes ○ No
4.B. Hwy Traffic Signal Interconnection ☐ Not Interconnected ☐ For Traffic Signals ☐ For Warning Signs
4.C. Highway Traffic Signal Preemption ○ Simultaneous ○ Advanced
5. Highway Traffic Pre-Signals ○ Yes ○ No Storage Distance * Stop Line Distance *
6. Highway Monitoring Device *(Check all that apply)* ☐ Yes-Photo/Video Recording ☐ Yes-Vehicle Presence Detection ☐ None

Figure 18 - 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.



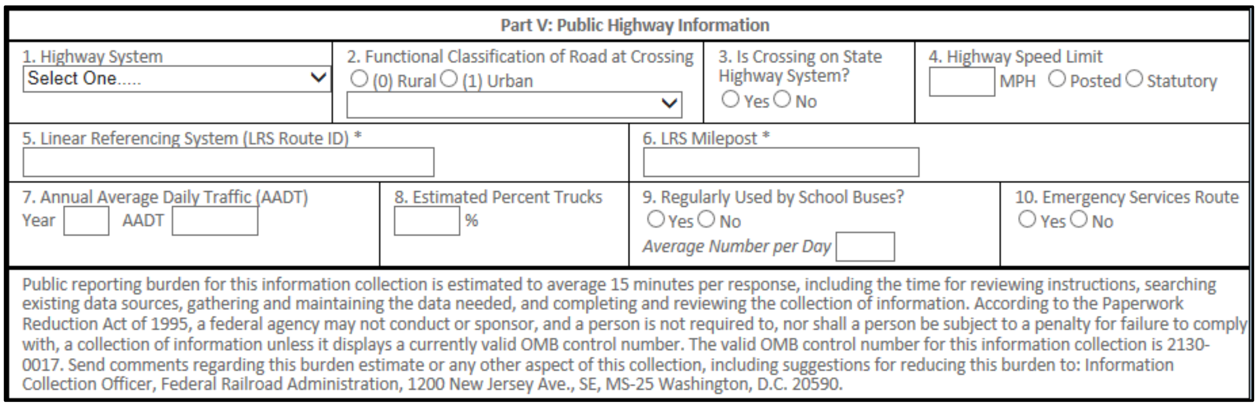
Part IV: Physical Characteristics

1. Traffic Lanes Crossing Railroad — Number of Lanes ◯ One-way Traffic ◯ Two-way Traffic ◯ Divided Traffic
2. Is Roadway/ Pathway Paved? ◯ Yes ◯ No
3. Does Track Run Down a Street? ◯ Yes ◯ No
4. Is Crossing Illuminated? *(Street lights within approx. 50 feet from nearest rail)* ◯ Yes ◯ No
5. Crossing Surface *(on Main Track, mulitple types allowed)* Installation Date * *(MM/YYYY)* Width * Length *
☐ 1.Timber ☐ 2.Asphalt ☐ 3.Asphalt and Timber ☐ 4.Concrete ☐ 5.Concrete and Rubber ☐ 6.Rubber ☐ 7.Metal ☐ 8.Unconsolidated ☐ 9.Composite ☐ 10.Other *(specify)*
6. Intersecting Roadway within 500 feet? If Yes, Approximate Distance *(feet)* ◯ Yes ◯ No
7. Smallest Crossing Angle ◯ 0°-29° ◯ 30°-59° ◯ 60°-90°
8. Is Commercial Power Available? * ◯ Yes ◯ No

Figure 19 - 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 — Select One.....
2. Functional Classification of Road at Crossing ◯ (0) Rural ◯ (1) Urban
3. Is Crossing on State Highway System? ◯ Yes ◯ No
4. Highway Speed Limit MPH ◯ Posted ◯ Statutory
5. Linear Referencing System (LRS Route ID) *
6. LRS Milepost *
7. Annual Average Daily Traffic (AADT) Year AADT
8. Estimated Percent Trucks %
9. Regularly Used by School Buses? ◯ Yes ◯ No *Average Number per Day*
10. Emergency Services Route ◯ Yes ◯ 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 20 - Part V: Public Highway Characteristics

The figures below depict the many features of the Online Grade Crossing Inventory (Railroad Data Only) Form.

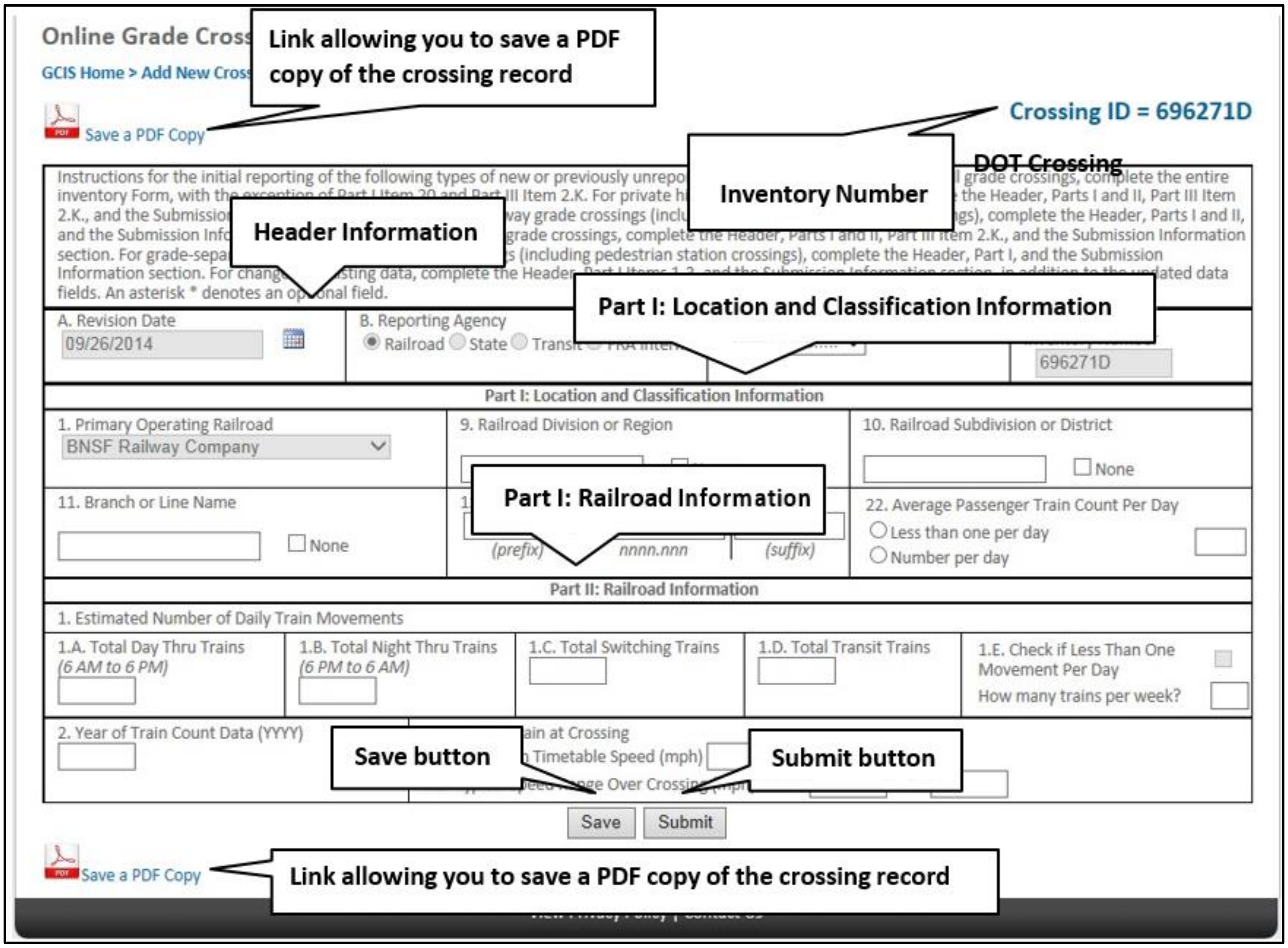


Figure 21 - Online Grade Crossing Inventory Form (Railroad Data Only)

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 most recently 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 22.

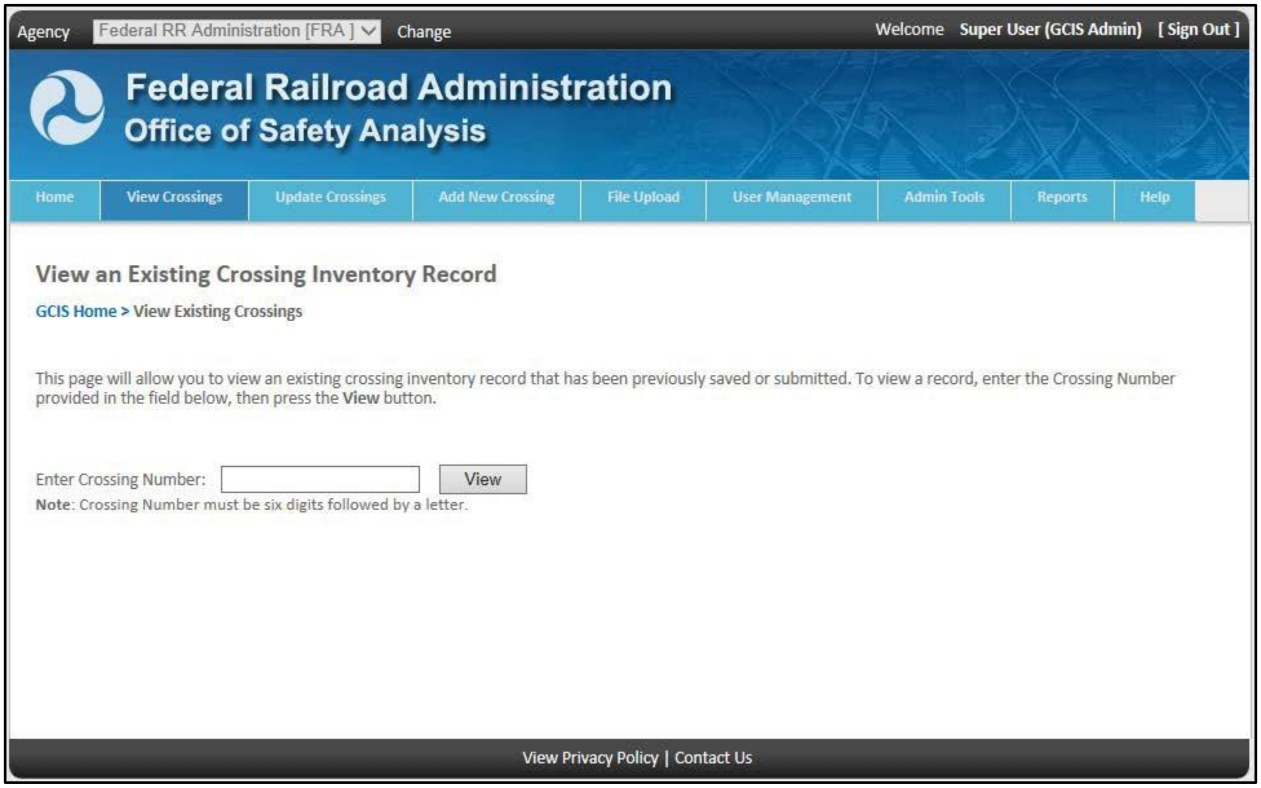


Figure 22 - View an Existing Crossing Inventory Record Page

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 23).
   - The **Railroad** column will list the **Primary Operating Railroad** of that crossing where Record Type is Full Inventory Record. Otherwise, the Railroad listed is the name of the agency required to submit their unique Railroad data
   - 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.

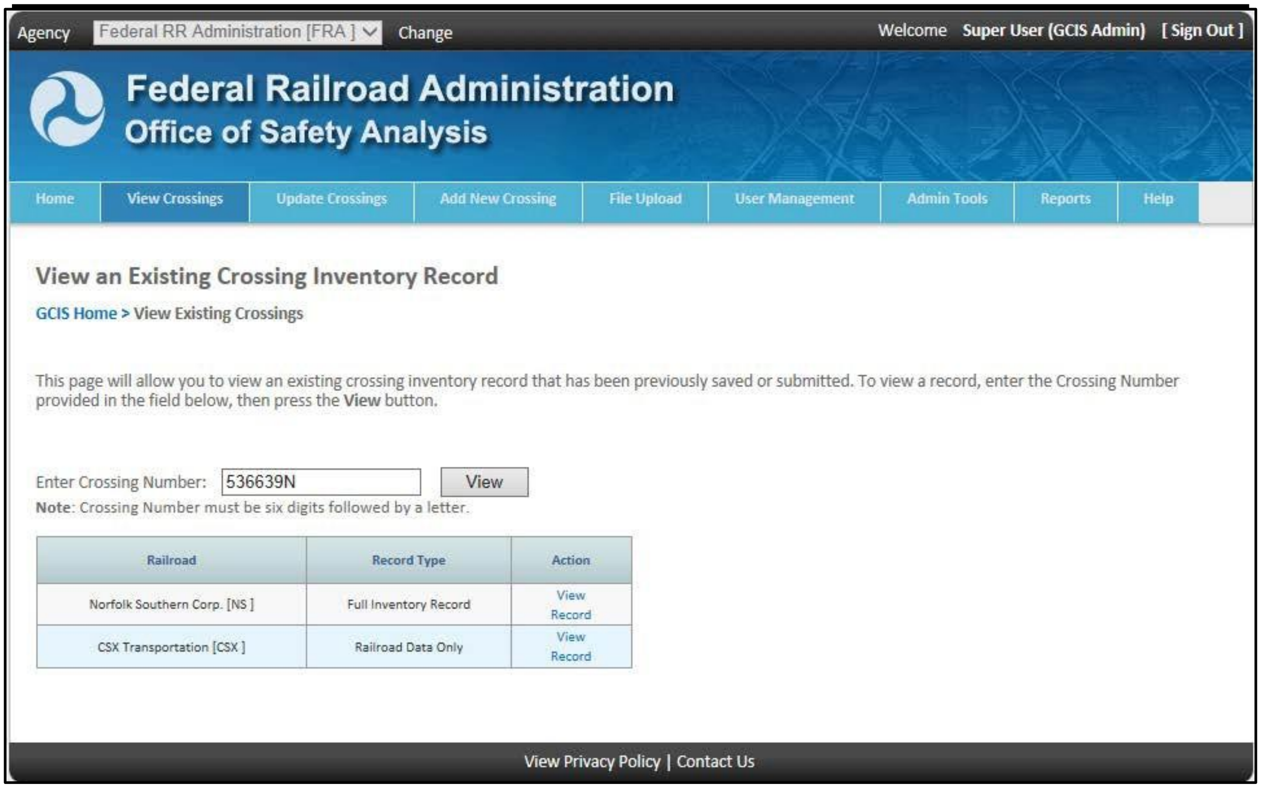


Figure 23 - View an Existing Crossing Inventory Record

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 24):
    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.

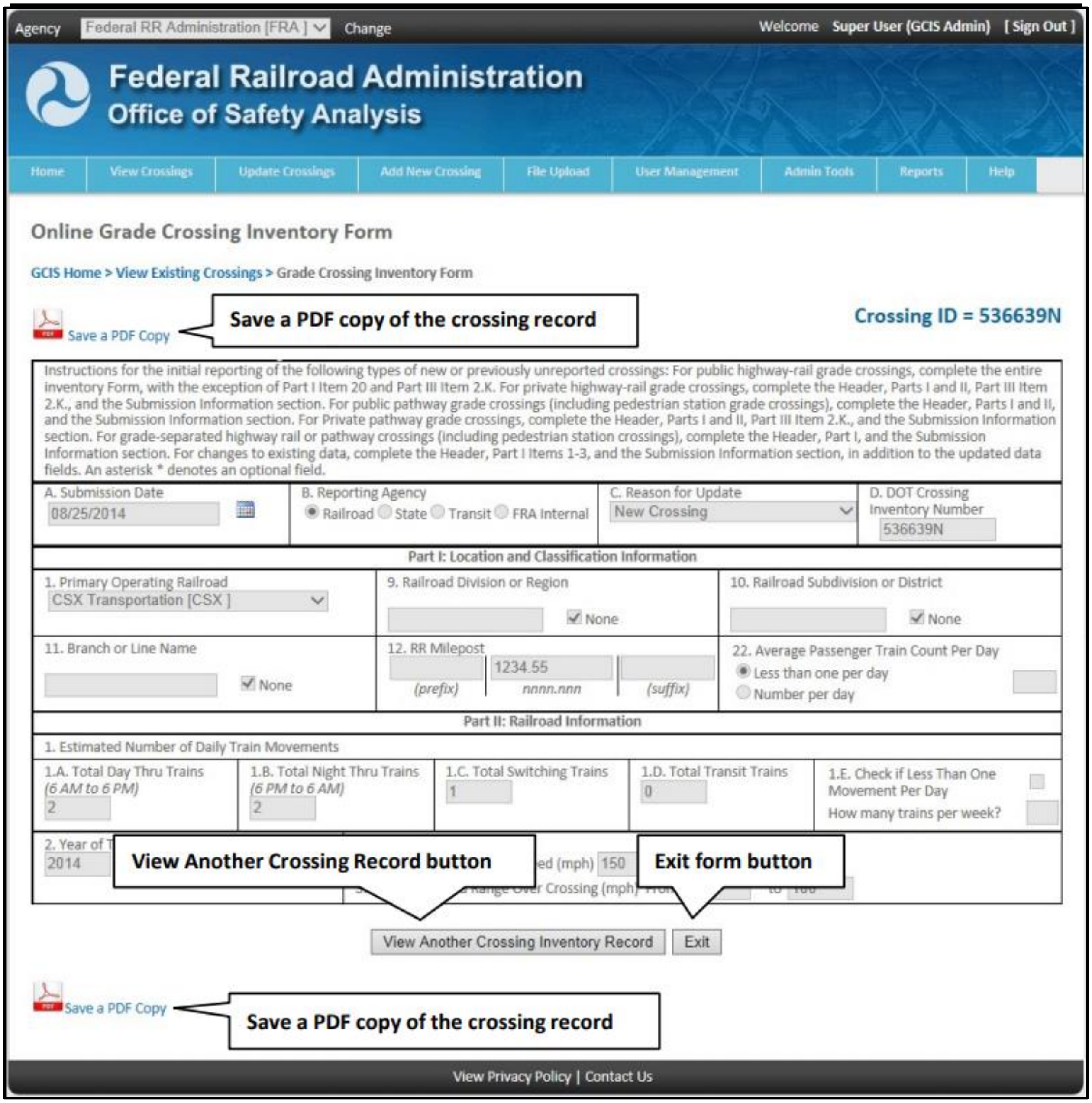


Figure 24 - Online Grade Crossing Inventory Form (Railroad Data Only) in View Mode

Note: From the **View Existing Crossings** web form, a tool tip may appear, for **I.25 Quiet Zone**, which displays the date, if known, that Quiet Zone data was posted in the GCIS database. To display this tool tip, the user can move the cursor over the **I.25 Quiet Zone** box. If the date is not known, the tool tip may not appear.

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) update successfully submitted crossing records that have been published to the National Crossing Inventory, or (4) only update the Quiet Zone information (without loading the Full Inventory Record form). 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. 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 Crossing** link on the home page). The following page will display as depicted in Figure 25.

Figure 25 - Update an Existing Crossing Inventory Record Page

2. Enter the Crossing Number, then press the Update button (with Quiet zone Update? is No).
   Note: If instead Quiet Zone Update? is Yes, refer to the section *Quiet Zone Update.*
3. Select the record to update, based on the name of the Primary Operating Railroad and Record Type, then press on Update Record.
   Note: If the Crossing Number entered is invalid or does not exist, the system will display an error message indicated in red.
   a. If the crossing number entered was found, the system will display the Online Grade Crossing Inventory Form, in the **Update an Existing Crossing Inventory Record** page, with the crossing data populated in the appropriate fields of the form.
   b. Once the record is loaded, you may begin to update the fields where needed (Figure 26).

   Note:

- Box **A. Submission Date** will automatically default to the current date.
  You may change this date to a past date. It is recommended to select the date when the crossing record was postmarked.
- Box **B. Reporting Agency** will automatically default to **FRA Internal**. You may change this value by selecting **Railroad**, **State**, or **Transit**. If you press the Save or Submit button, the record will be saved as that agency, and you will no longer be able to change this value back to **FRA Internal**.

- 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 **Change in Primary Operating RR**, Part I.1
- Primary Operating Railroad field will be enabled allowing you to select another agency. Otherwise, this field will populate based on the agency selected from the **Update Existing Crossing** page and the field will be disabled.
- Box **D. DOT Crossing Inventory Number** will automatically populate with the Crossing Number entered on the **Update an Existing Crossing Inventory Record** page.
- In the **Update an Existing Crossing Inventory Record** web form, a tool tip may appear near or in the **I.25 Quiet Zone** box, with the date that Quiet Zone data was posted in the GCIS database. To display this tool tip, the user can move the cursor over the **I.25 Quiet Zone** box. If this date is not known, the tool tip may not display.

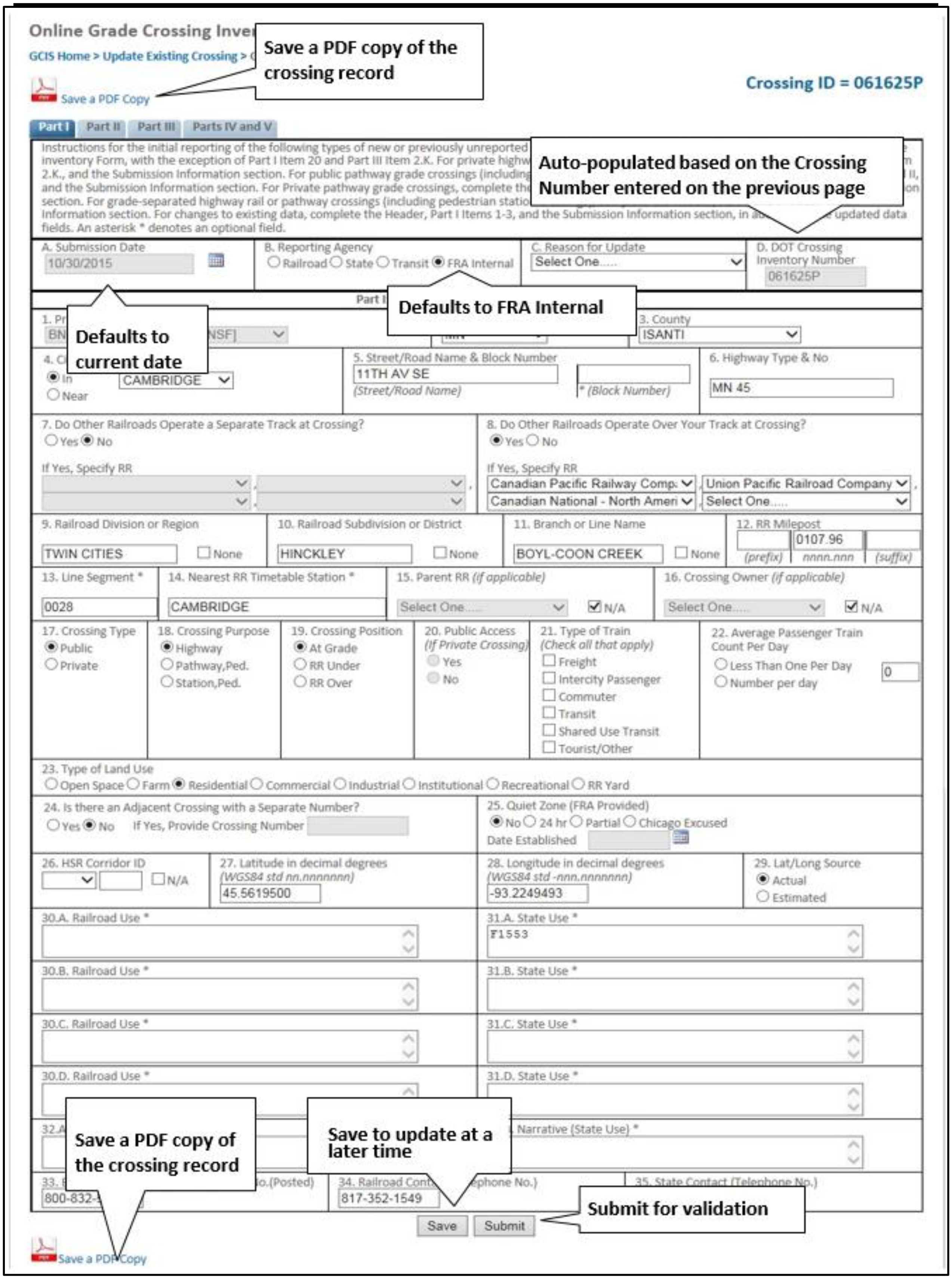


Figure 26 - Online Grade Crossing Inventory Form (Full Inventory Record) in Update Mode

1. 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. **NOTE:** GCIS will send out e-mails about pending records 48 hours prior to cancelation, and automatically cancel these records 21 days after the last save. Information on Pending Record Notification and Cancellation is provided later in this Guide.
   Note: *If you changed field* ***B. Reporting Agency*** *from* ***FRA Internal*** *to either* ***Railroad***, ***State***, *or* ***Transit***, *when saved, the next time the record is loaded, this field will be disabled, and you will not be allowed to change the value.*
2. 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 27), and then you must press the **Ok** button to view a list of all errors that failed validation. 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 28). You can submit the record multiple times until there are no longer any validation errors.

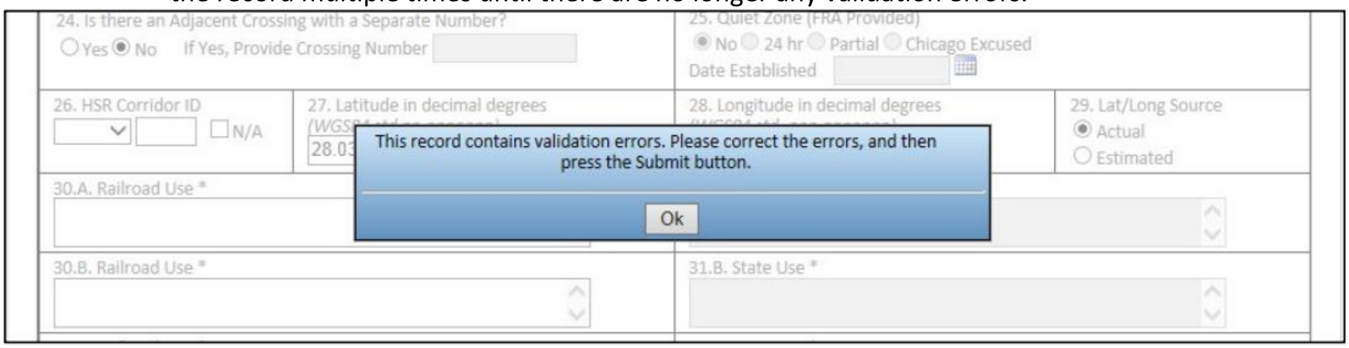


Figure 27 - Message Indicating the Record Failed Validation

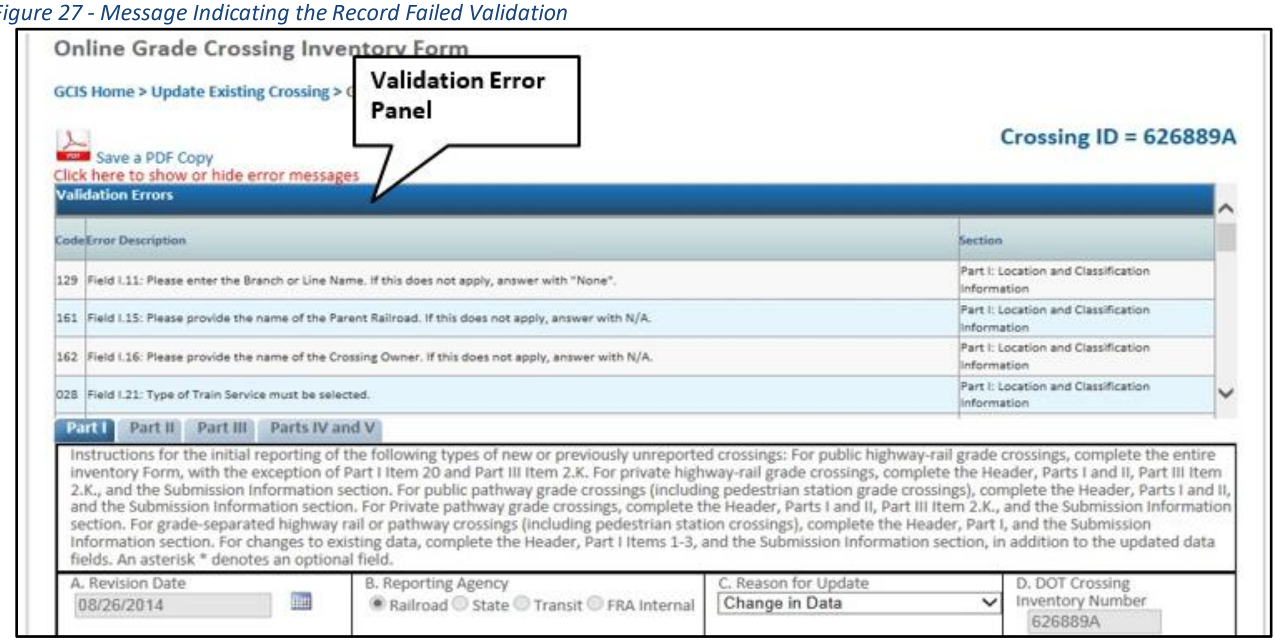


Figure 28 - Panel Displaying Validation Errors

   b. If the record passed all validation checks, the system would display a confirmation message as shown in Figure 29. 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.

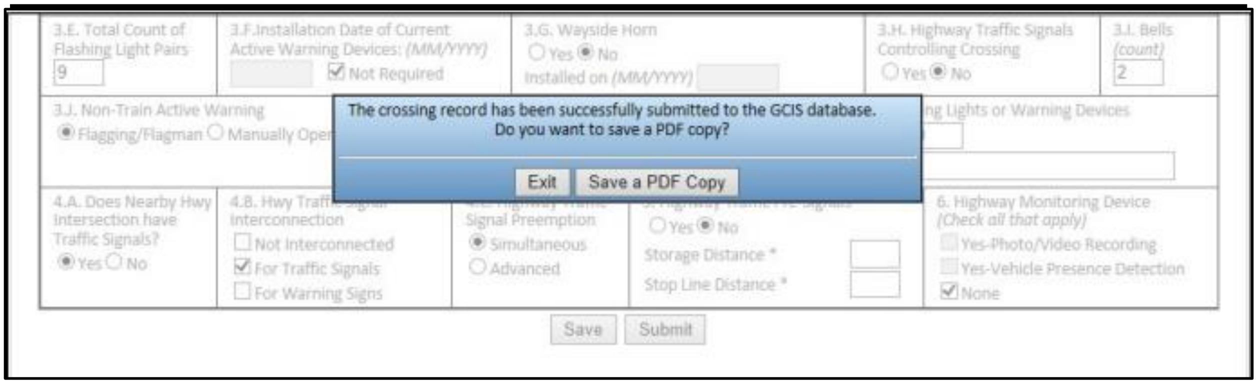


Figure 29 - Submission Successful Confirmation Message

If the **Save a PDF Copy** button was pressed, the browser will prompt you to either **Open** or **Save** a copy of the file (IE Browser). 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 30).

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.).*

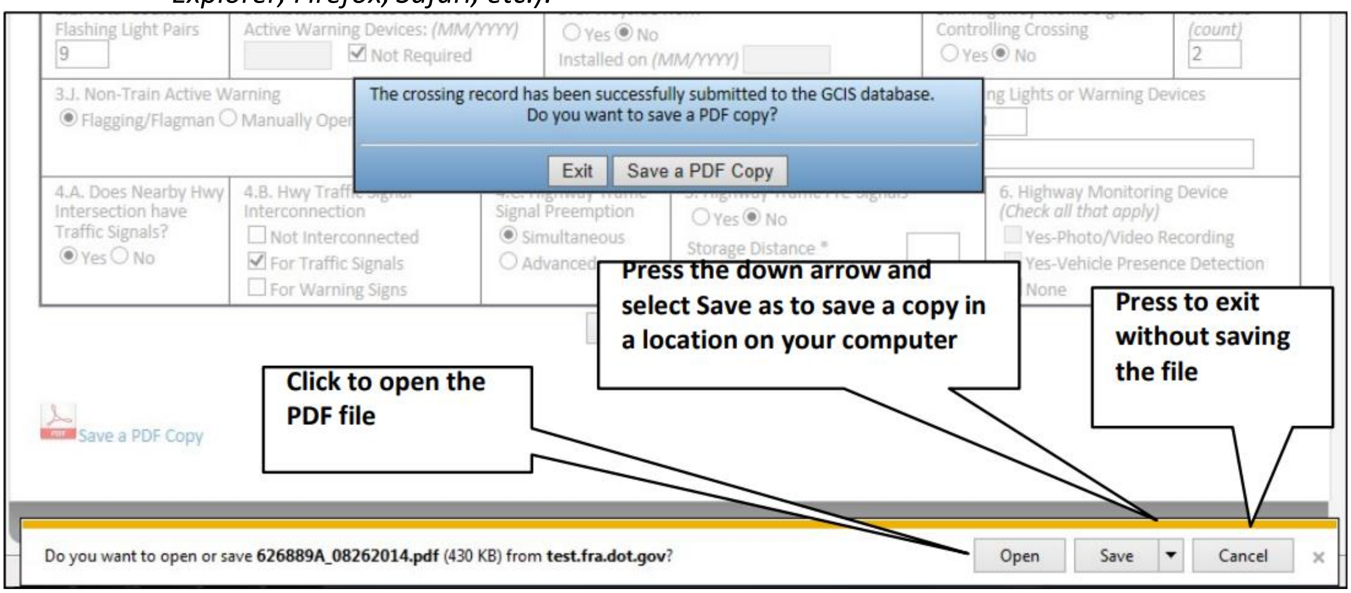


Figure 30 - Open or Save the PDF Crossing Record

Pending Records Notification and Cancellation

Pending Record Notification and Cancellation

Pending records were introduced in **GCIS Home Page, Pending Crossing Records Tab**. **Pending Record Notification and Cancellation** provides additional information on pending records.

GCIS will automatically send out e-mails about pending record(s) and cancel these record(s), based on when the pending record(s) were last saved. Pending Record Notification and Cancellation comes into play when a crossing record is unavailable for publishing by an Agency because of a record conflict, when the record was created by a different Agency, and is designated as pending until the originating Agency either publishes the record to the GCIS database or cancels the record. (GCIS may provide a message that there is a pending record initiated by the other Agency and that the changes have been posted to this pending record.) GCIS only allows the Agency that created the pending record to publish this record to the GCIS database, or to cancel the record.

GCIS will automatically e-mail a Pending Record Notification to the Agency that created the pending record, 19 days after the record was last saved. If the Agency does not take any action to re-save the record, or successfully submit (i.e., publish) it, or cancel it, then GCIS will automatically cancel the pending record 21 days after it was last saved. This will make the crossing record available to the other Agency, if they are trying to publish updates to this crossing.

If you receive a Pending Record Notification e-mail, you can review this pending record, from GCIS **Pending Crossing Inventory Records** grid, by pressing on the **Edit** button. After reviewing, if you do not want GCIS to automatically cancel the pending record 48 hours after the email was sent, you may choose to complete one of the following:

- Enter any additional updates and press on the **Save** button. Then press on the **Submit** button for GCIS to check for errors and publish the updates if no errors are found. If the crossing record successfully publishes in GCIS, the record will no longer be pending.
- If you need more time, you can press on the **Save** button. This will reset the 21-day pending record time limit and leave the record as pending. (Note: If the other Agency associated with the crossing, updates and saves the Pending record, this resets the 21-day pending record time limit). You may come back later to update, save, and submit, or cancel the pending record.
- If you prefer to cancel the record, you can press on the **Cancel** button from the **Pending Crossing Inventory Records** grid. Cancelling will result in the updates NOT being "published" in GCIS, and the record will no longer be pending.

Quiet Zone Update

The following section takes you through the process of doing a Quiet Zone update to a record.

1. Click the **Update Crossings** tab in the top navigation (or the **Update an Existing Crossing** link on the home page).
2. Enter the **Crossing Number** in the **Update an Existing Crossing Inventory Record** page.
3. Select **Yes** for the **Quiet Zone Update?** field to enter updated Quiet Zone information (Figure 31).
   a. If **Yes** was selected, the radio button controls for Quiet Zone will be enabled.
   b. If **24 hr, Partial,** or **Chicago Excused** was selected, the **Date Established** field will be enabled and will require you to select a date, and the Train Horn Rule Case ID can be entered.
   c. Press on the **Update QZ** button.
   d. A message will be displayed if the Quiet Zone Update is successful.

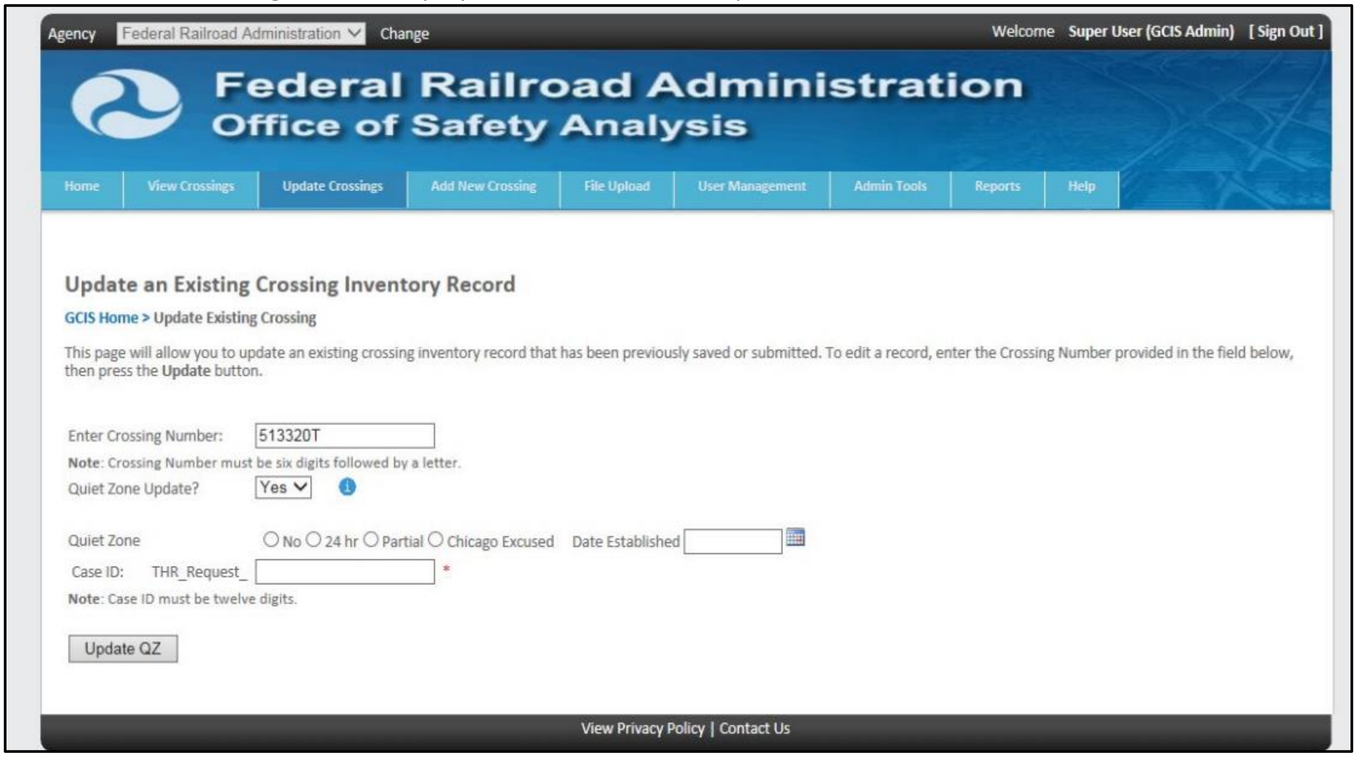


Figure 31 - Quiet Zone Update to an Existing Crossing Inventory Record Page

Quiet Zone Data in Update an Existing Crossing Inventory Record

Quiet Zone Data can be displayed, from the **Update an Existing Crossing Inventory Record** page, by moving the mouse over the information icon (Figure 32).

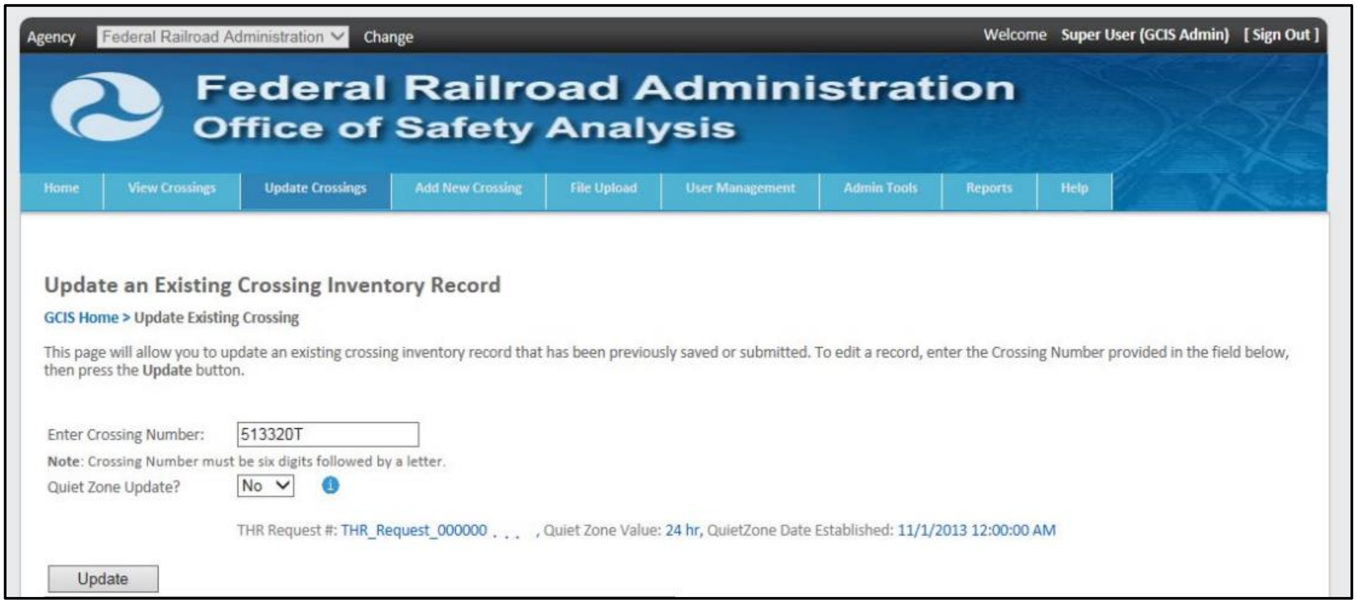


Figure 32 - Quiet Zone Information in Update an Existing Crossing Inventory Record

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. Emails will be sent to all relevant State users for public crossings. Email notifications are not sent to designated users.

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.

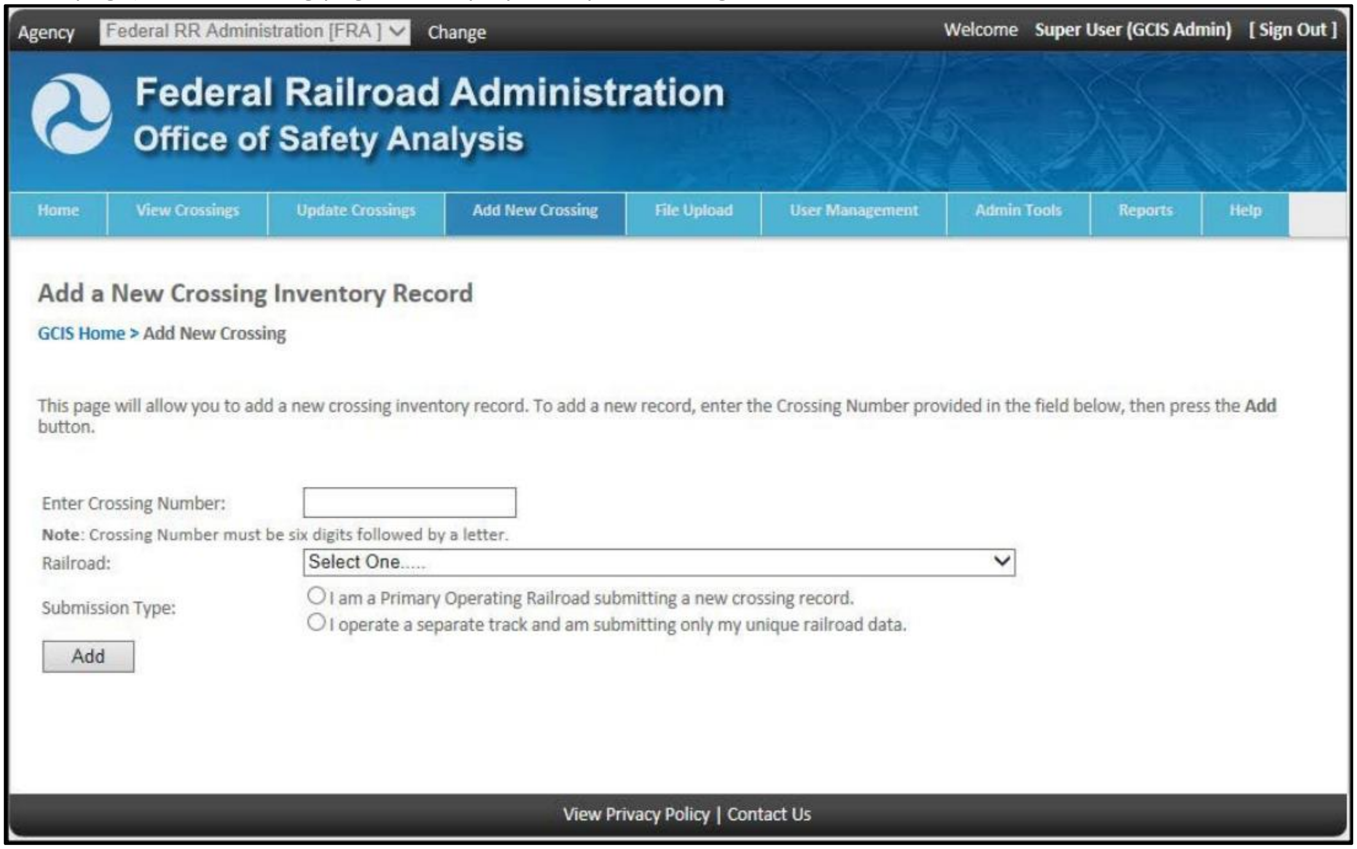


Figure 33 - Add a New Crossing Inventory Record Page (Railroad Users)

2. Enter the Crossing Number.
3. Select the name of the Primary Operating Railroad for the Railroad field.
4. For Submission Type, select the appropriate radio button as follows:
    a. If you are adding a new crossing on behalf of the Primary Operating Railroad, then 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).
    b. If you are adding a new crossing for 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**. If this submission type was selected, change the **Railroad** field to the name of the agency for which you are submitting their 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.)

5. Press the **Add** button.
   Note: *If the Crossing Number entered is invalid or already exists, the system will display an error message indicated in red.*
6. Once the form is loaded, the following fields will be pre-populated:
   a. Submission Date
   b. Reporting Agency
   c. DOT Crossing Inventory Number
   d. I.1 Primary Operating Railroad
7. Complete the remaining fields (Part I – V) of the form.
   Note*: The Instructions located 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).*
8. 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.
9. 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 27), 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 28). 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 28). 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 view files that have been uploaded and submitted by Railroad, State, and Transit users. Railroad, State, and Transit users will have the ability to download a copy of the Railroad and State FRA approved Excel template from this page. As a GCIS Admin, FRA Admin, or Data Tech Analyst, the Excel template will not be available for download on this page. Instead, you can download a copy of the Excel template using the **Reference Documents** section on the **Help** page.

The following section takes you through the process of understanding the FRA Approved Excel template, view files submitted through the **Upload Multiple Crossing Records** page, and download error and crossing reports that were submitted, but failed validation.

Note: *All records submitted through the File Upload interface **must** use the FRA approved Excel template. Otherwise, the system will reject the entire submission.*

Workflow

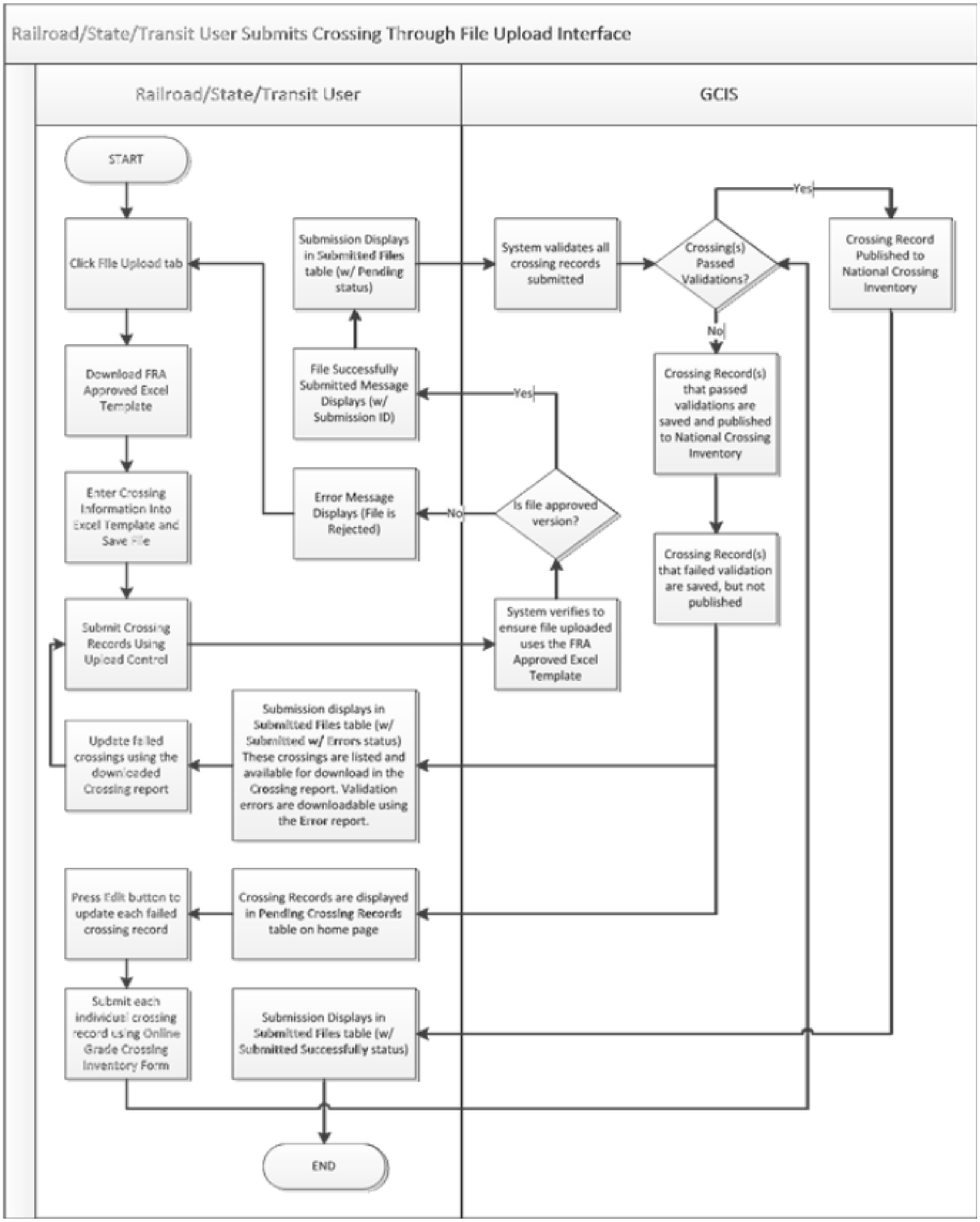


Figure 34 - File Upload Workflow Process

FRA Approved Excel File Template

Download the Excel File

1. Click on the **Help** tab located in the top navigation.
2. Then click on the **Reference Documents** tab within the **GCIS Help** page. The following page displays (Figure 35).

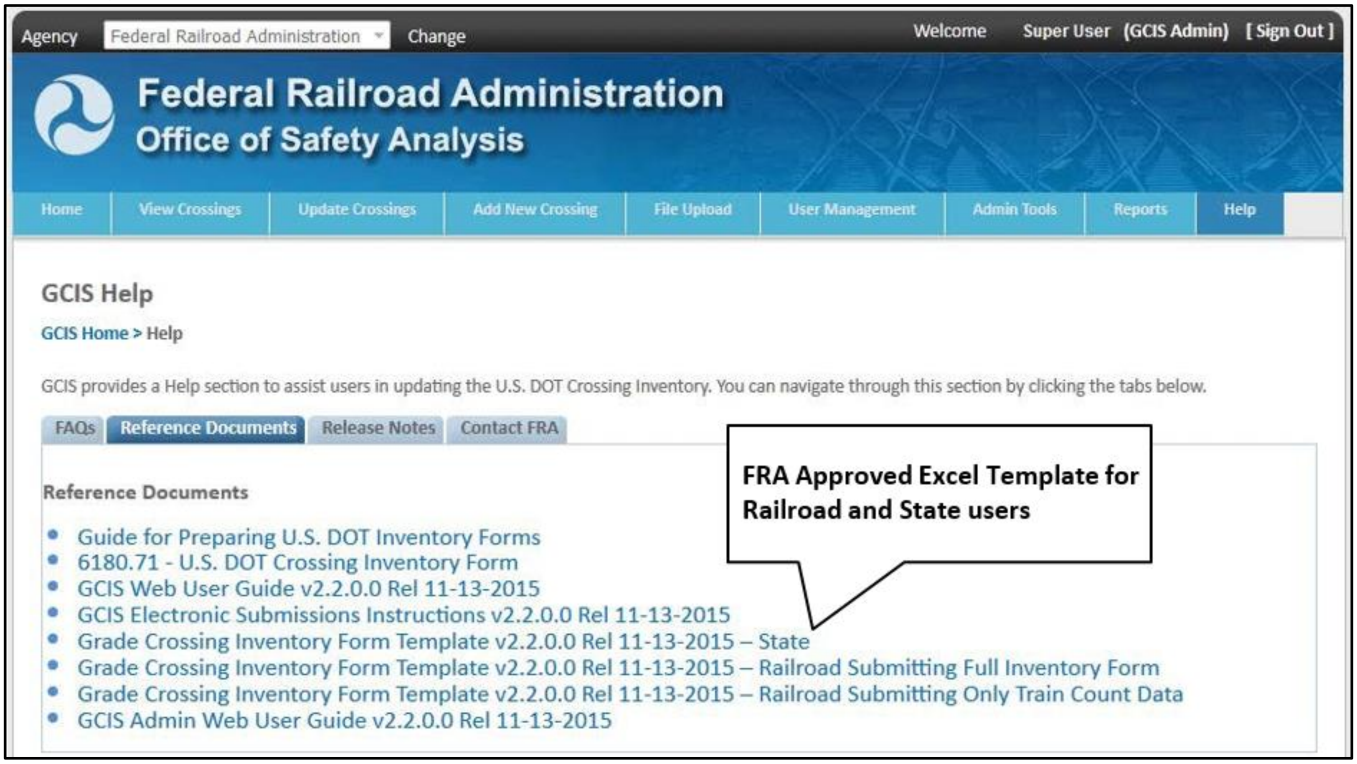


Figure 35 - FRA Approved Excel Template on GCIS Help page

3. Click on the links for the **Grade Crossing Inventory Form Template v2.7.0.0 Rel 11-17-2017 – Railroad Submitting Full Inventory Form, Grade Crossing Inventory Form Template v2.7.0.0 Rel 11-17-2017 – Railroad Submitting Only Train Count Data, or Grade Crossing Inventory Form Template v2.7.0.0 Rel 11-17-2017 – State** link to start the file download process.
   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.*
4. A popup dialog box will display asking what you want to do with the file. You can either select the **Open, Save,** or **Save as button**. Click on the **Save as** button.

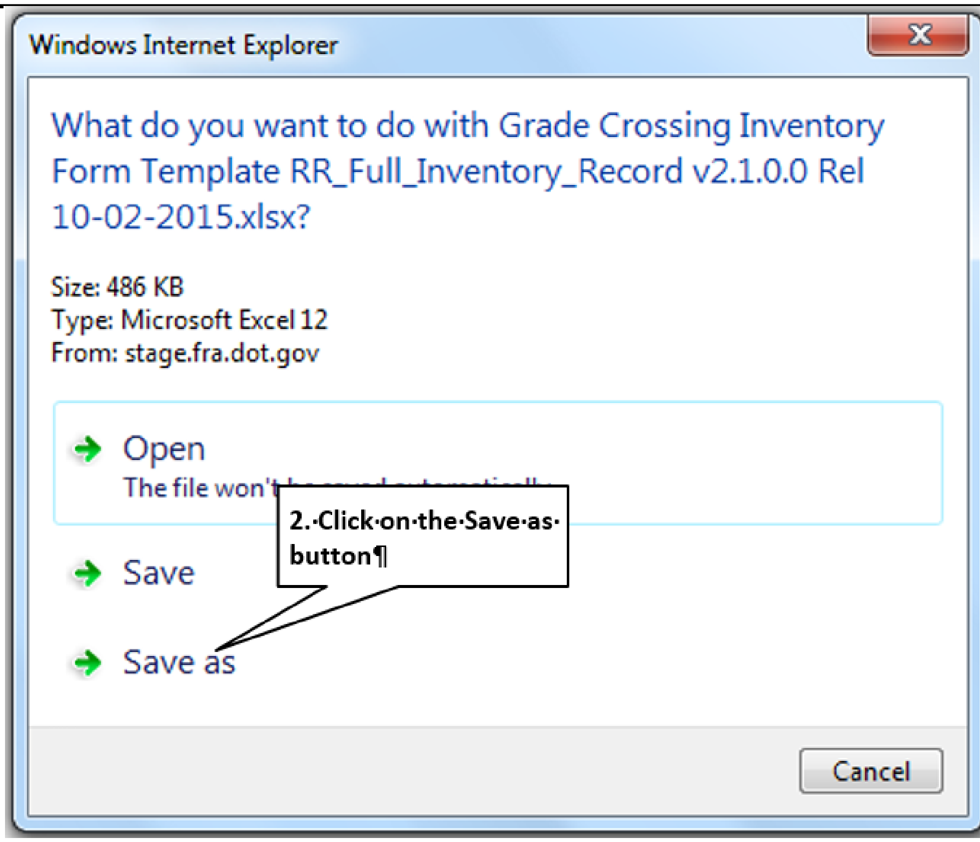


Figure 36 - Download the FRA Approved Excel Template

5. A **Save As** Windows dialog box will display with a listing of the files directory on your computer.
6. 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.*
7. 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.
   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 37 depicts the error message displayed for this example.

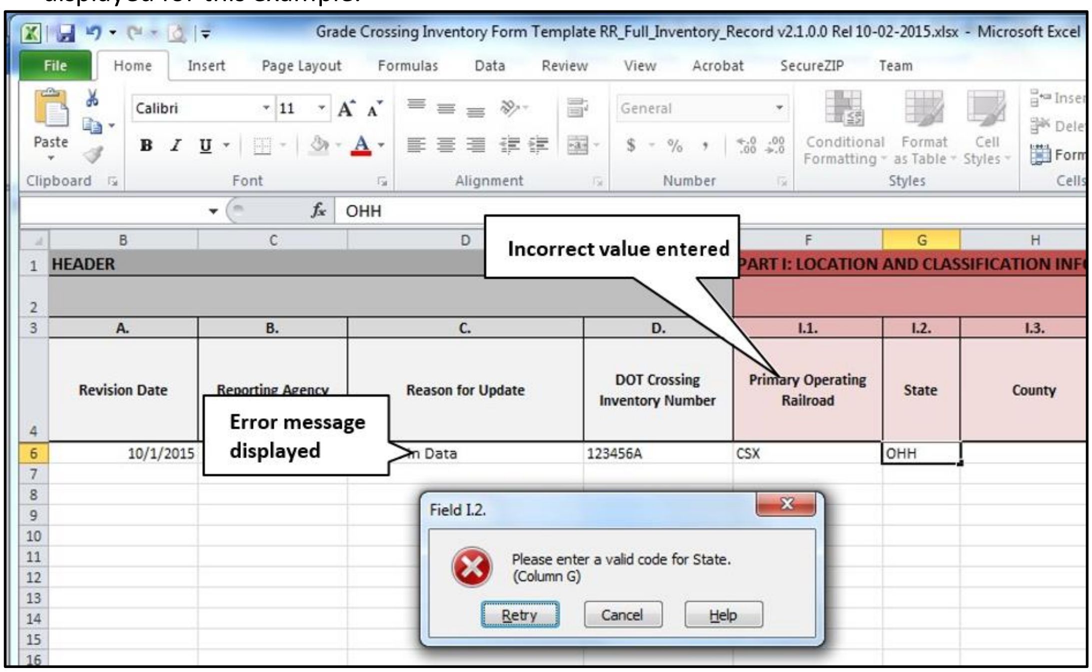


Figure 37 - State Field Failed Validation Requirement

   f. Any fields marked with a black asterik (*) indicates that it is an optional field and does not require a value.
   g. If you have opened the FRA Approved State template, 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. Railroad, State, and Transit users have been instructed to use a naming convention when saving the file. Although it is recommended, they are not required to 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

Upload and Submit Using the FRA Approved Excel File

As a GCIS Admin, FRA Admin, or Data Tech Analyst, you are not allowed to upload and submit crossing data using the Excel file. For this reason, the upload control is not available.

Submission Status

As an Application Administrator, you will have the ability to view the status of all files that have been submitted through the File Upload control from Railroad, State, and Transit agencies. The submitted files will contain one of the three statuses listed below:

- **Pending** – awaiting for the system to process the crossing records
- **Sucessfully Submitted** – all crossing records have passed validation and were published to the National Crossing Inventory
- **Submitted w/ Errors** – one or more crossing records contains validation errors

The submission status is listed under the **Current Status** column.

Download the Error Report

For each failed 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 Errors report is the same report as what Railroad, State, and Transit users receive.

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

1. On the **Upload Multiple Crossing Records** page, you can search for submitted files using the **Submission ID**, **Status**, **Agency Type**, and **Agency** fields provided. For example, to search for failed records that were submitted by CSX, complete the following steps:
    a. Status = Submitted w/ Errors
    b. Agency Type = Railroad
    c. Agency = CSX Transportation [CSX]

   The system will return all submissions based on the criteria set. You can find these submissions listed under the **Submitted Files** section.
2. Locate the file that you would like to view the validation errors and click on the **Errors** button located under the **Error Report** column.
3. For Internet Explorer (IE) browser users, you will see a download banner located at the bottom of the browser (Figure 38) with the option to **Open**, **Save**, or **Cancel**. Click on the down arrow located next to the **Save** button, and then select **Save as**.
   Note: *The steps to saving a file 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 Internet Explorer (IE) browser.*

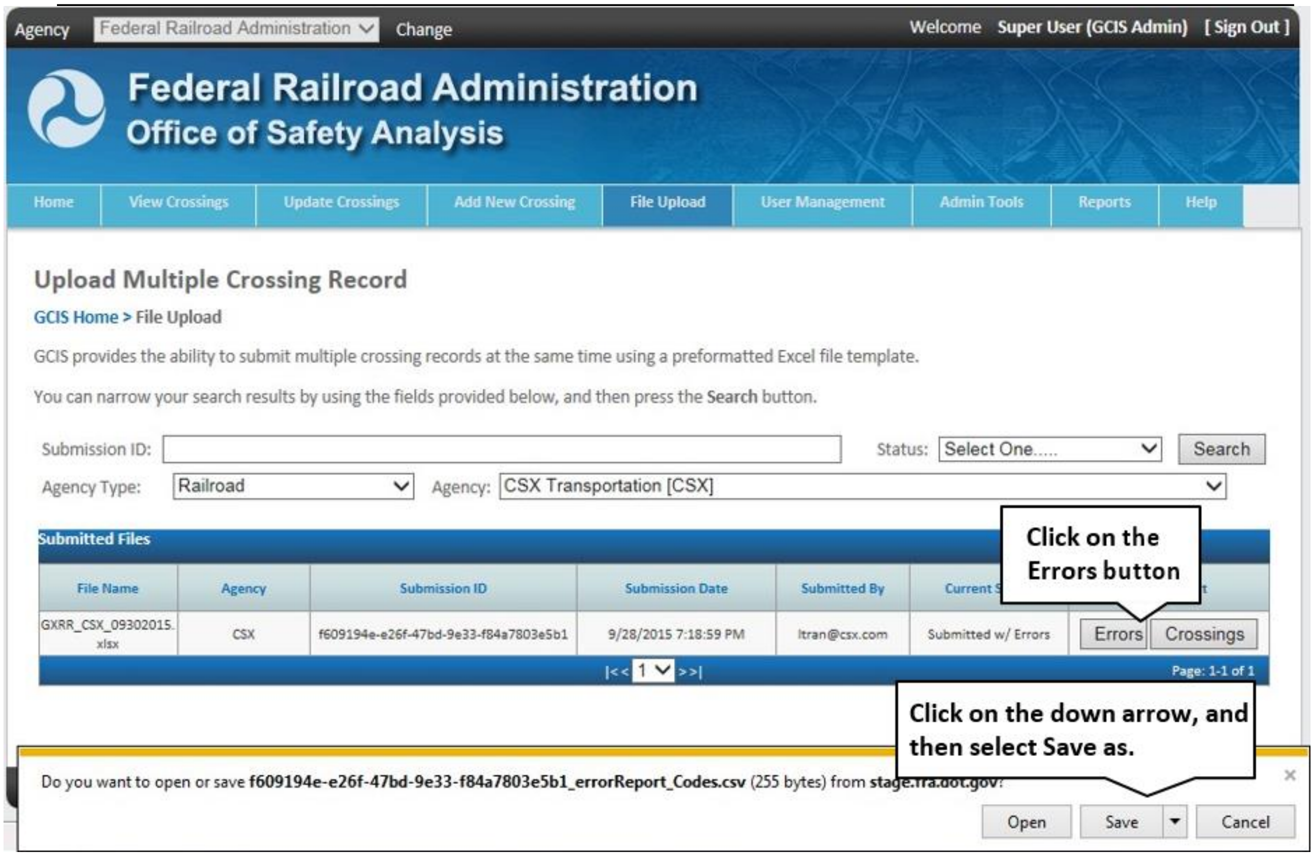


Figure 38 - IE Browser User – Prompt to Download the File

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.

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

1. Continuing from Step 2 of the previous section, click on the **Crossings** button located under the **Error Report** column.
2. 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**.
   Note: *The steps to saving a file varies depending on if your computer is running on Windows or Mac and the type of browser you have installed on your computer (Internet Explorer, Firefox, Safari, etc.).*
3. 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.
4. Once the file is saved, you may now open it to view the crossing records that failed validation.
   Note: *As an Application Administrator of GCIS, you may view any crossing records that were submitted and failed validation from the [Pending Crossing Records](#) table on the home page.*

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.

> **Note:** *As an Application Administrator of GCIS, you may view all the unhandled errors in the Unhandled Errors Report.*

File Download

The **Download Crossing Records** page provides internal admins the ability to download all requested crossing records that have been published out to the National Crossing Inventory Records database into the preformatted FRA Approved Excel file template.

The downloaded .zip file, also may contain a QuietZone.csv file. The QuietZone.csv file contains the Agency's crossing numbers, and for crossings that have values in the Quiet Zone field, Quiet Zone data is included in the file. The dates that FRA last updated the Quiet Zone data in GCIS, if available, is also included in this file.

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

The following section takes you through the process of downloading a copy of the file.

1. Hover the **File Upload** tab located in the top navigation and then select **Downloads**.
2. On the **Download a Crossing Records** page, you should see a listing of all submitted request(s) by Railroad, Transit, or State agencies in the **Data Files** table.

Figure 39 - Accessing the Downloads Page

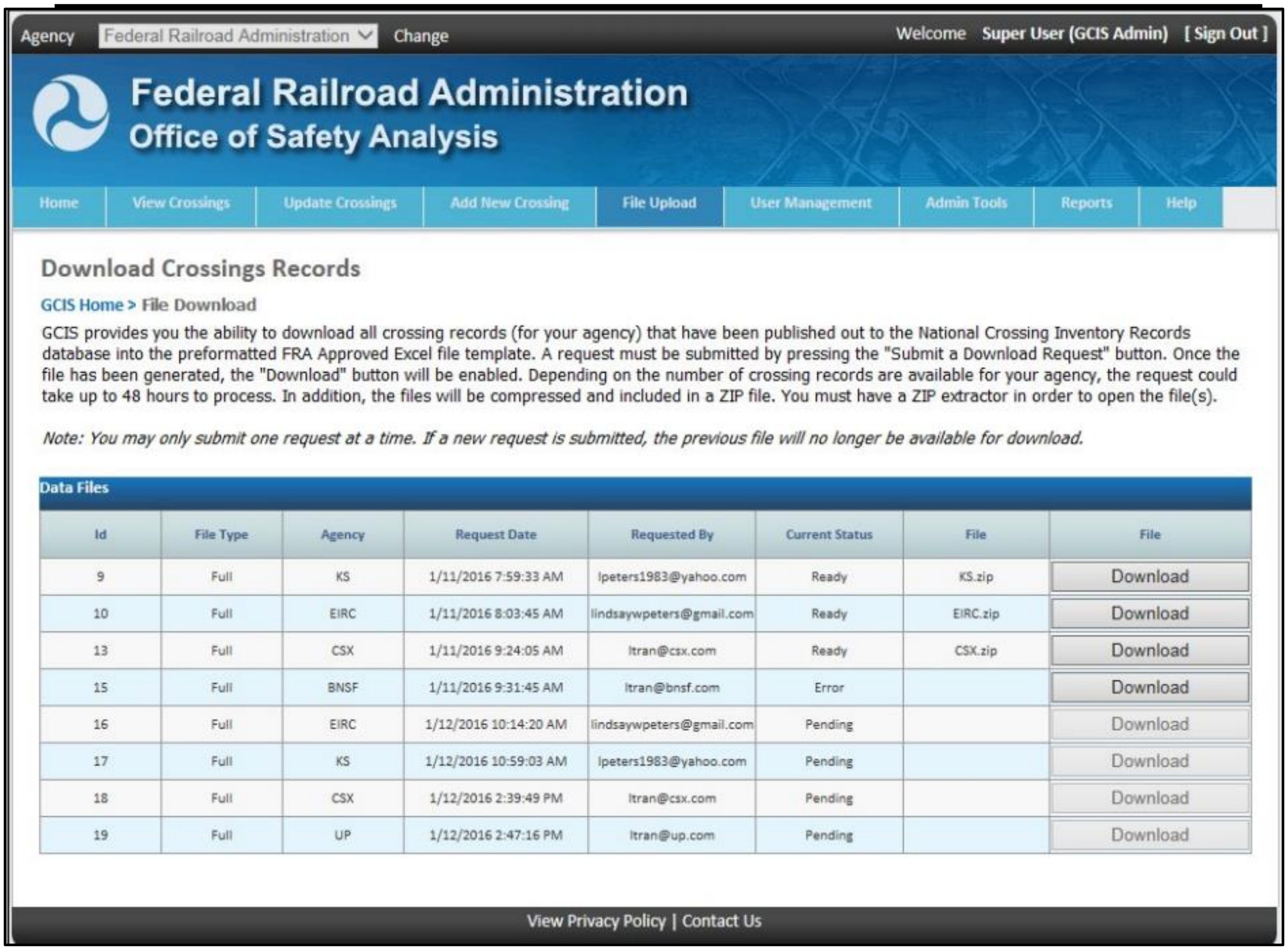


Figure 40 - Data Files Table

3. Click on the **Download** button.
4. For Internet Explorer (IE) browser users, you will see a download banner located at the bottom of the browser (Figure 41) with the option to **Open**, **Save**, or **Cancel**. Click on the down arrow located next to the **Save** button, and then select **Save as**.

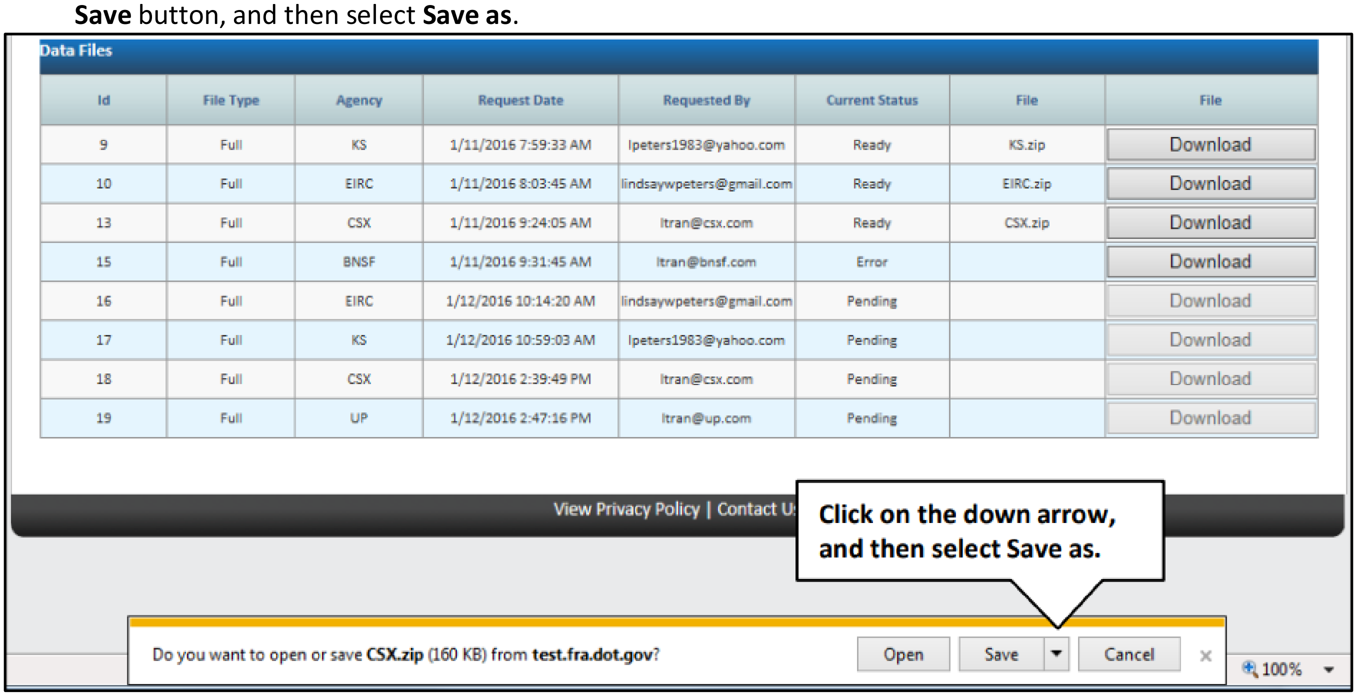


Figure 41 - IE Browser User Prompting to Download the File

5. 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.
6. 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.
7. Once the file is save, use a ZIP extractor to extract the Excel file.

User Management

Use the **Manage GCIS Users** page to update your profile information, manage all registered GCIS users, and create new users with the role of GCIS Admin, FRA Admin, or Data Tech Analyst. You may also create new delegation requests from this page.

Note: *Only user(s) with the role of GCIS Admins can create another GCIS Admin user. User(s) with the role of FRA Admins and Data Tech Analyst can only create another FRA Admin or Data Tech Analyst account, but not a GCIS Admin account.*

Understanding the User Management Page

This section provides a description on how to read, navigate, and understand the Manage GCIS Users page (Figures 42 and 43).

Figure 42 - Manage GCIS Users Home Page (View for GCIS Admin & Data Tech Analyst)

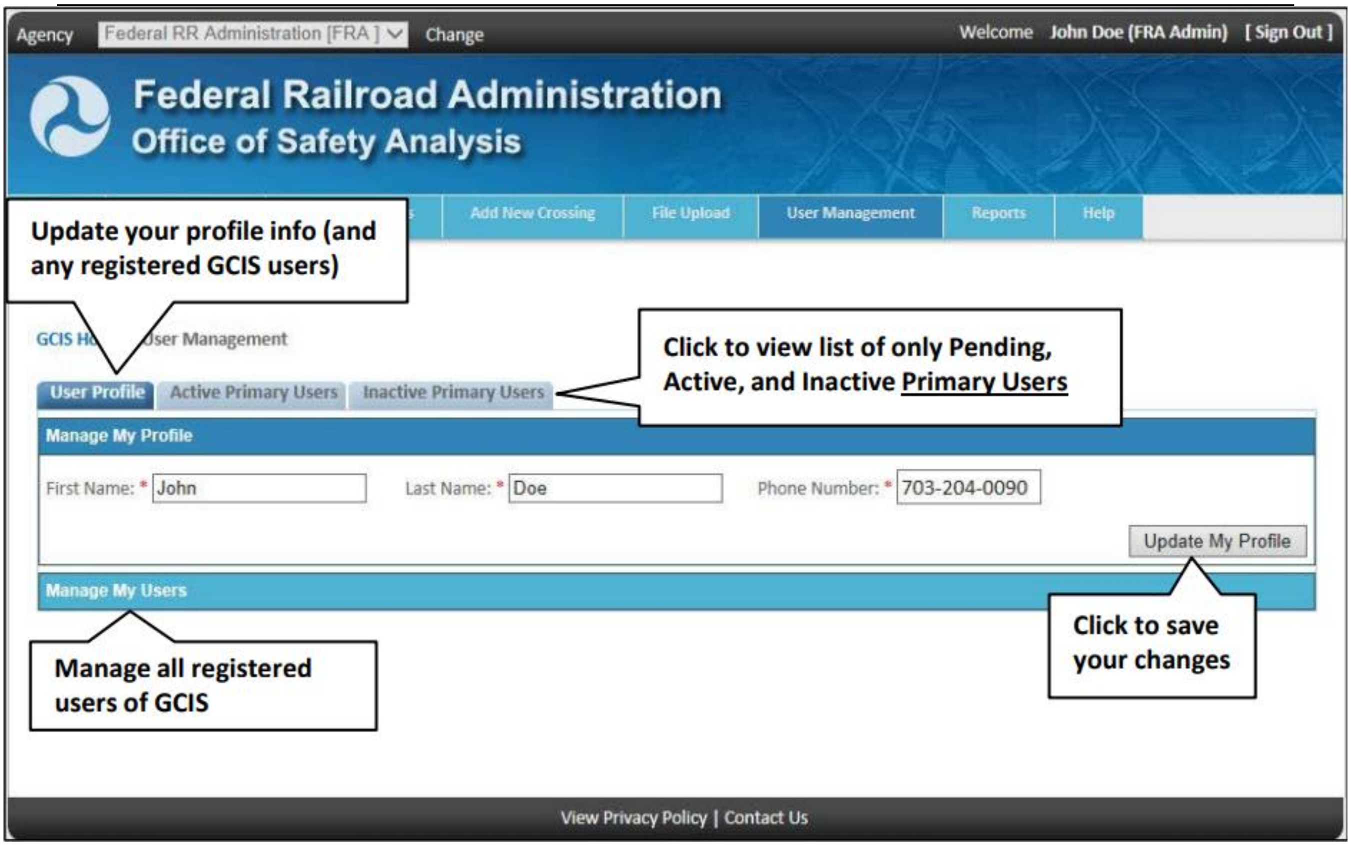


Figure 43 - Manage GCIS Users Home Page (View for FRA Admin)

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 any registered user of GCIS. To view and update your profile information, click on the section header labeled **Manage My Profile**. To manage and update registered GCIS users, click on the section header labeled **Manage My Users**.

Manage My Profile

You will be able to update your profile information by completing the **First Name, Last Name** or **Phone Number** field.

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

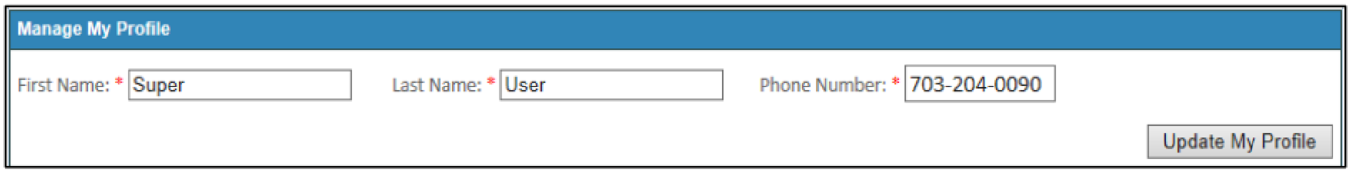
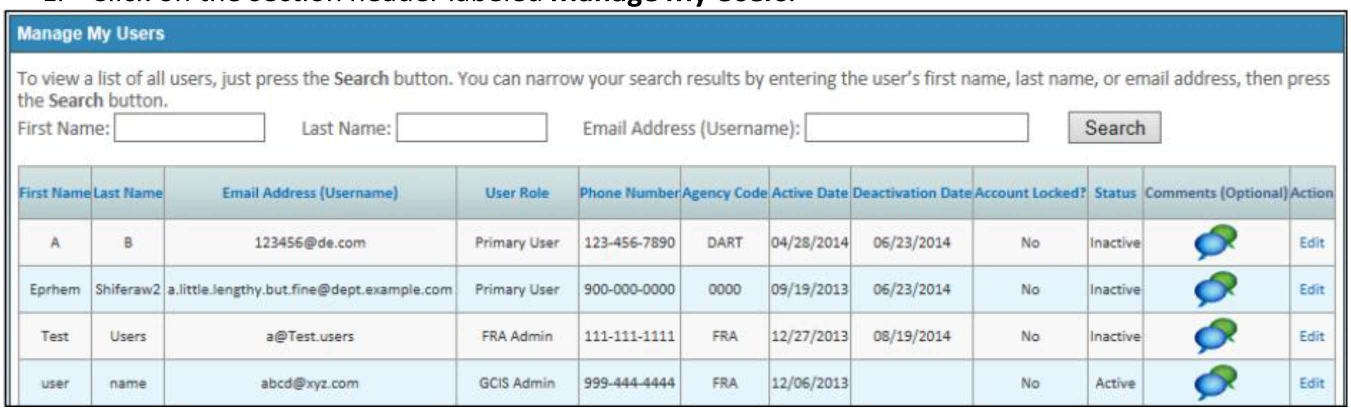


Figure 44 - Manage My Profile Section

Manage My Users

This section will allow you the ability to update the profile of any registered GCIS user. You can also filter the list by entering a value into any of the fields provided (**First Name, Last Name, Email Address**) (Figure 45).

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



First Name	Last Name	Email Address (Username)	User Role	Phone Number	Agency Code	Active Date	Deactivation Date	Account Locked?	Status	Comments (Optional)	Action
A	B	123456@de.com	Primary User	123-456-7890	DART	04/28/2014	06/23/2014	No	Inactive		Edit
Eprhem	Shiferaw2	a.little.lengthy.but.fine@dept.example.com	Primary User	900-000-0000	0000	09/19/2013	06/23/2014	No	Inactive		Edit
Test	Users	a@Test.users	FRA Admin	111-111-1111	FRA	12/27/2013	08/19/2014	No	Inactive		Edit
user	name	abcd@xyz.com	GCIS Admin	999-444-4444	FRA	12/06/2013		No	Active		Edit

Figure 45 - 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 46). You can also click on any of the column header displayed in blue to sort the values in that column in ascending or descending order.

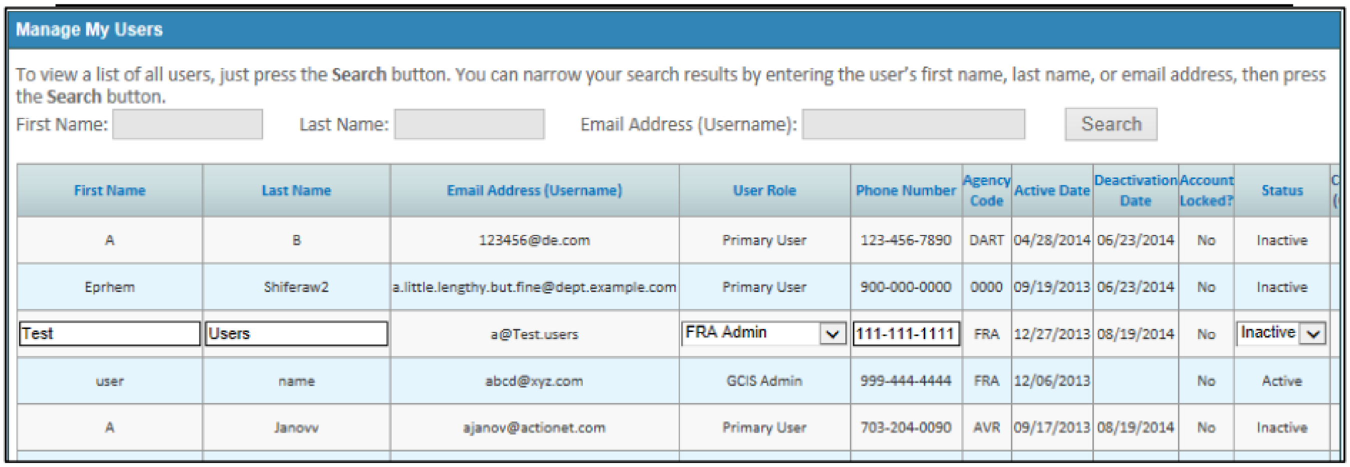


Figure 46 - Selected Row in Edit Mode

3. 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: *Only accounts with the* ***Status*** *of* ***Active*** *can have their password reset. For* ***Inactive*** *accounts, the* ***Reset Password?*** *checkbox will not be visible.*
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 47).
5. You can also delete a user by selecting the **Delete** button in the **Delete?** column. When prompted as to whether you want to delete the selected account, select **Confirm** to delete or **Cancel** to cancel the request.

Note: *Only one user may be updated at a time.*

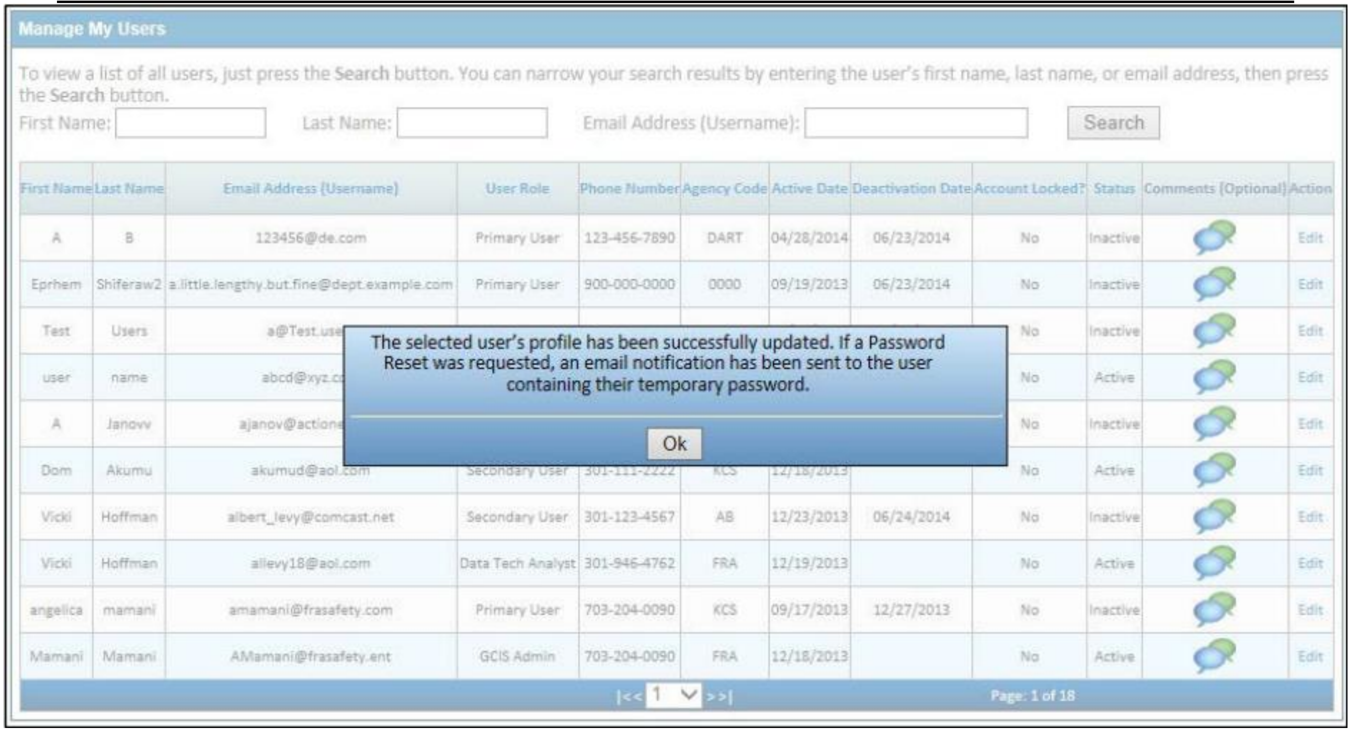


Figure 47 - User Profile Information Update Successful Message

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

Pending/Active/Inactive Users

The **Pending Users** tab will be displayed only if the agency has newly registered accounts requiring review of the request and approval. The **Active Users** tab will be displayed listing all active users of GCIS. The **Inactive Users** tab will only be displayed if there are inactive users of GCIS (Figure 46).

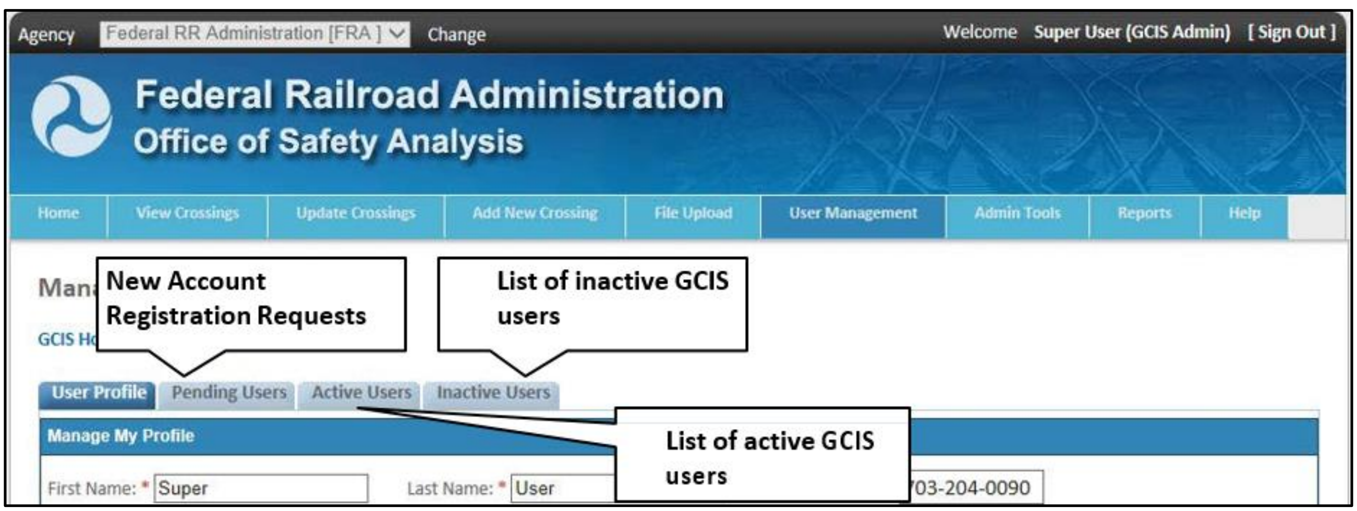


Figure 48 - Pending/Active/Inactive Users Tab

Pending Users

1. Click on the **Pending Users** tab. The system will display a table listing all new registration requests for GCIS (Figure 49).
   Note: A **Legend** will also be displayed providing a brief description of what each image located under the **Email Status** column means.

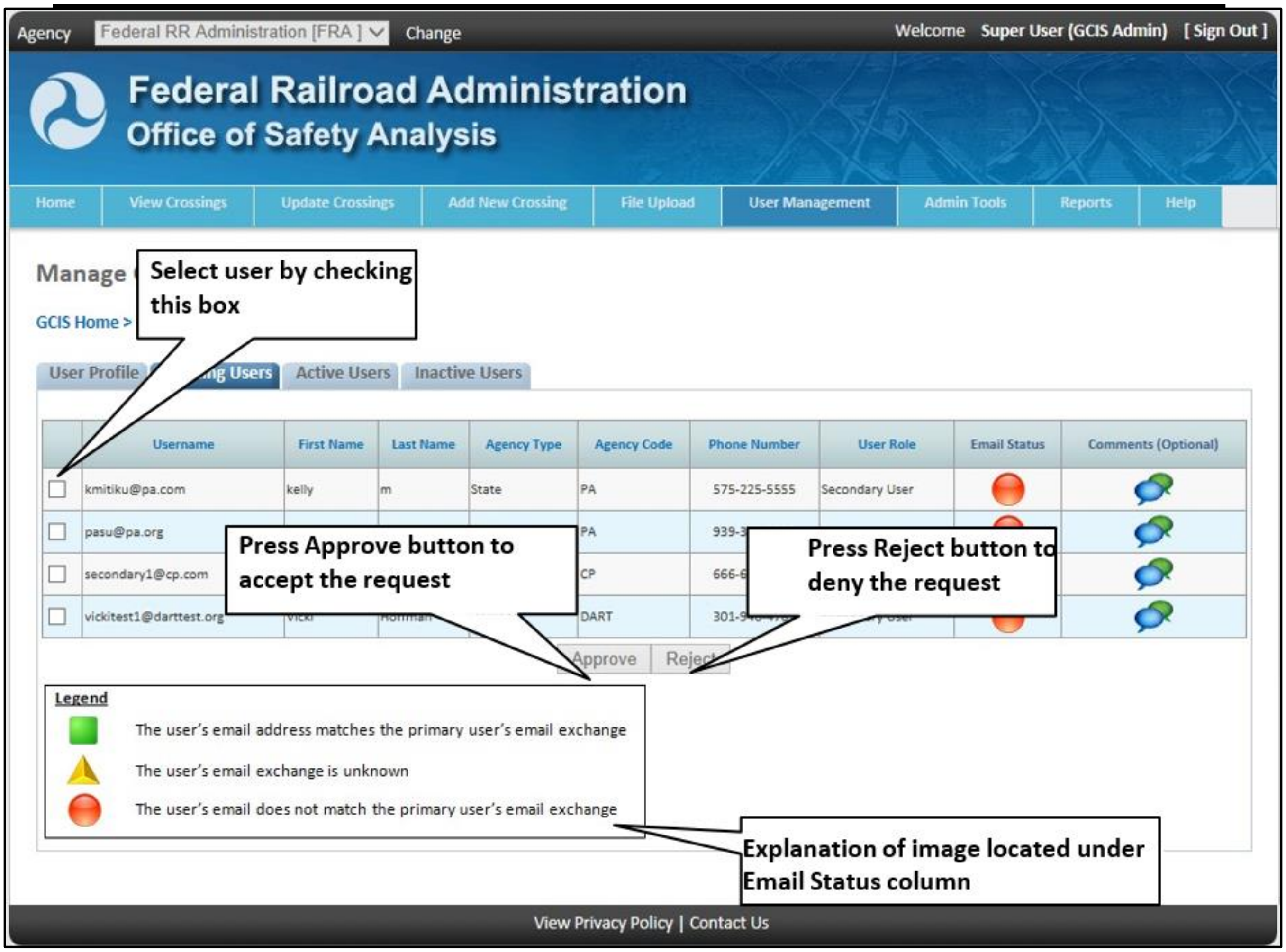


Figure 49 - Pending Users Table

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 50).

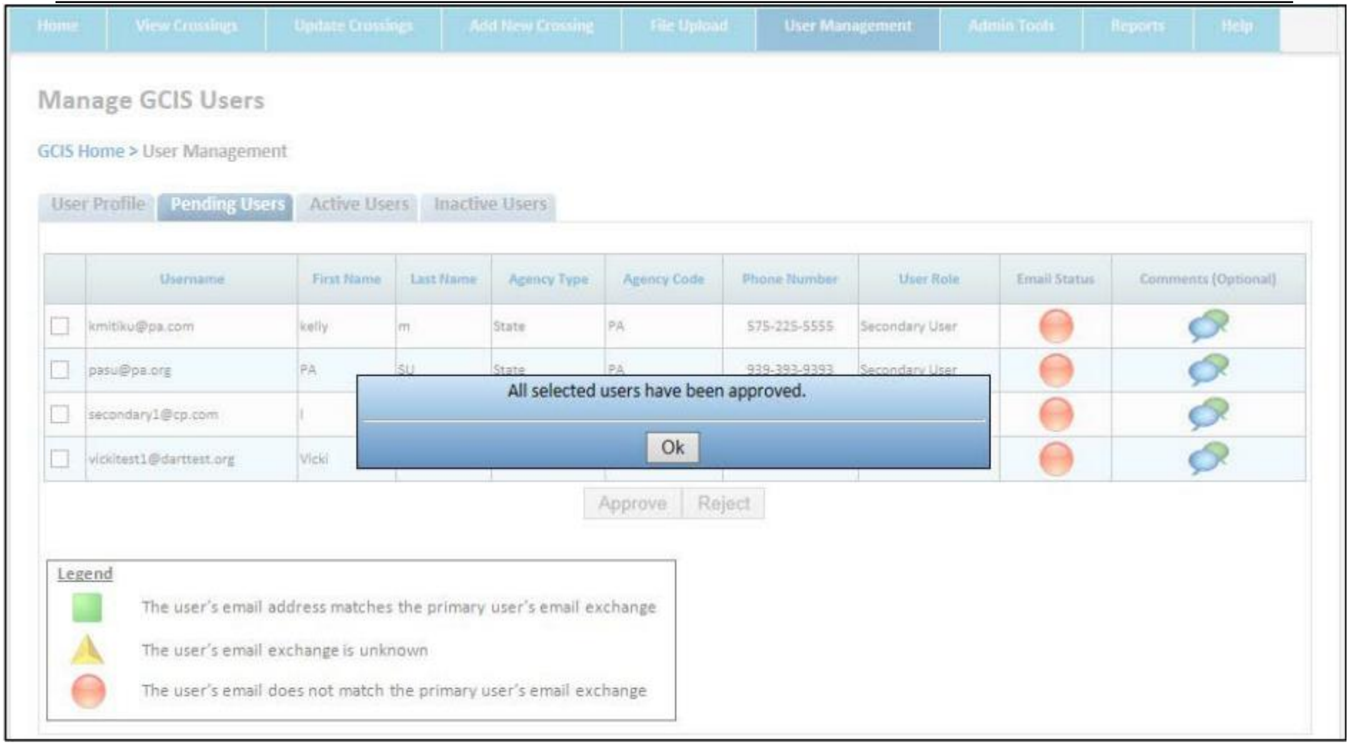


Figure 50 - Confirmation Message for Approved Secondary Users

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

Active Users

1. Click on the **Active Users** tab. The system will display a table listing all active users of GCIS (Figure 49).
   Note: *A* ***Legend*** *will also be displayed providing a brief description of what each image located under the* ***Email Status*** *column means.*

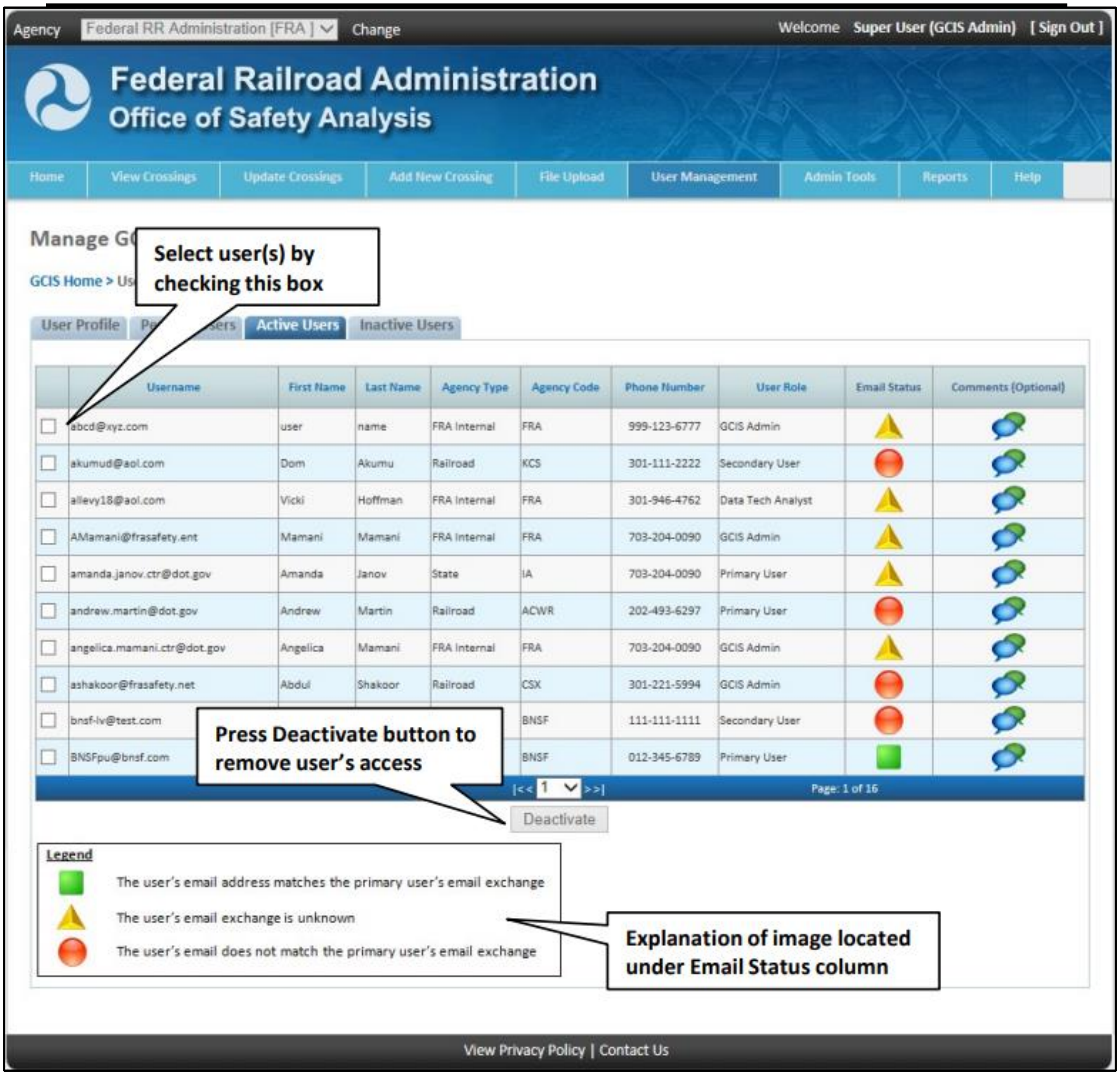


Figure 51 - Active Users Table

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 to the **Manage GCIS Users** page.

Inactive Users

1. Click on **Inactive Users** tab. The system will display a table listing all inactive users of GCIS (Figure 52).

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

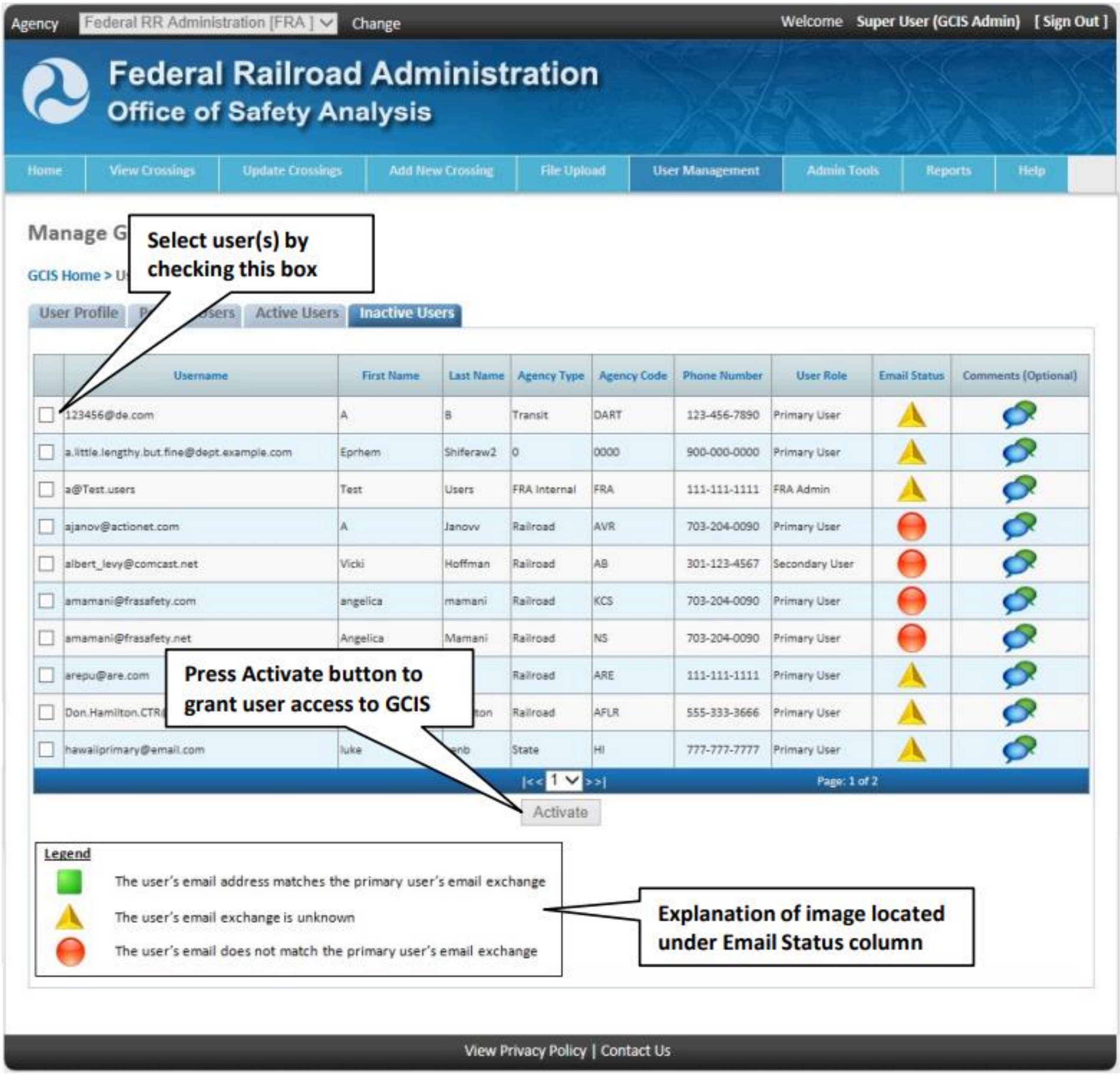


Figure 52 - Inactive Users Table

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 you the ability to set up new delegations and view a listing of all existing delegation requests approved by FRA. Once FRA has received and approved the written notification from both the Delegating and Delegated Agency, the FRA Admin will enter GCIS and setup these approved requests. Once the setup is completed, you may view them on this page. The **Delegation Wizard** section will allow you to set up new delegation requests. The **Delegations** section will display a table with information containing the delegating and delegated agency name.

Delegation Wizard

There are only 2 scenarios in which a delegation can be set up and they are:

a. Railroad delegates authority to a State: All of the Railroad's crossings within that State are delegated and can be completed by that State

b. Subsidiary Railroad delegates to a parent Railroad: All of the subsidiary's crossings can be completed by the parent company

The following section takes you through the process of setting up a new delegation request between two agencies if one of the two criteria listed above is true.

1. Hover over the User Management tab located in the top navigation until the sub- menu items display.
2. Click on **Delegations**.
3. The **Delegation Wizard** section will display by default. (Figure 53)

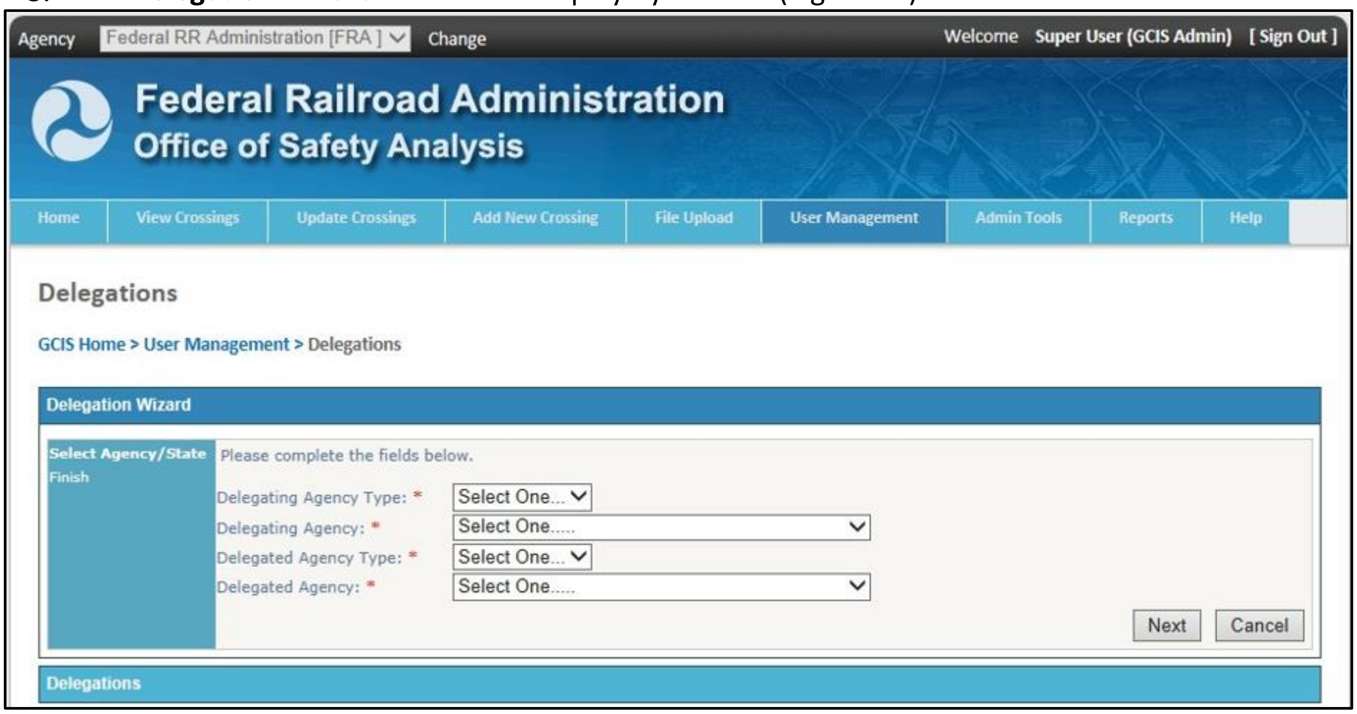


Figure 53 - Delegation Wizard

4. For the **Select Agency/State** step, complete the **Delegating Agency Type**, **Delegating Agency**, **Delegated Agency Type**, and **Delegated Agency** field, and then press the **Next** button.
   Note: *Any fields marked with a red asterisk (*) require a value.*
5. On the **Finish** step, verify that the setup between the delegating and delegated agency is correct, and then press the **Finish** button. To correct any fields, press the **Back** button or exit the wizard by pressing the **Cancel** button.

6. If the setup was successfully submitted, a confirmation message will display in a popup dialog box (Figure 54).

Figure 54 - Delegation Requests Setup Success Message

7. Press the **OK** button to return back to the **Delegations** page.

Delegations

The following section takes you through the process of viewing, cancelling, and adding comments to delegation requests that have already been set up.

1. Click on the **Delegations** section header displayed below the **Delegation Wizard** to display a listing of all delegation requests.
   Note: The agency names displayed in Figure 55 below are notional and not intended to represent any specific user or business relationship.

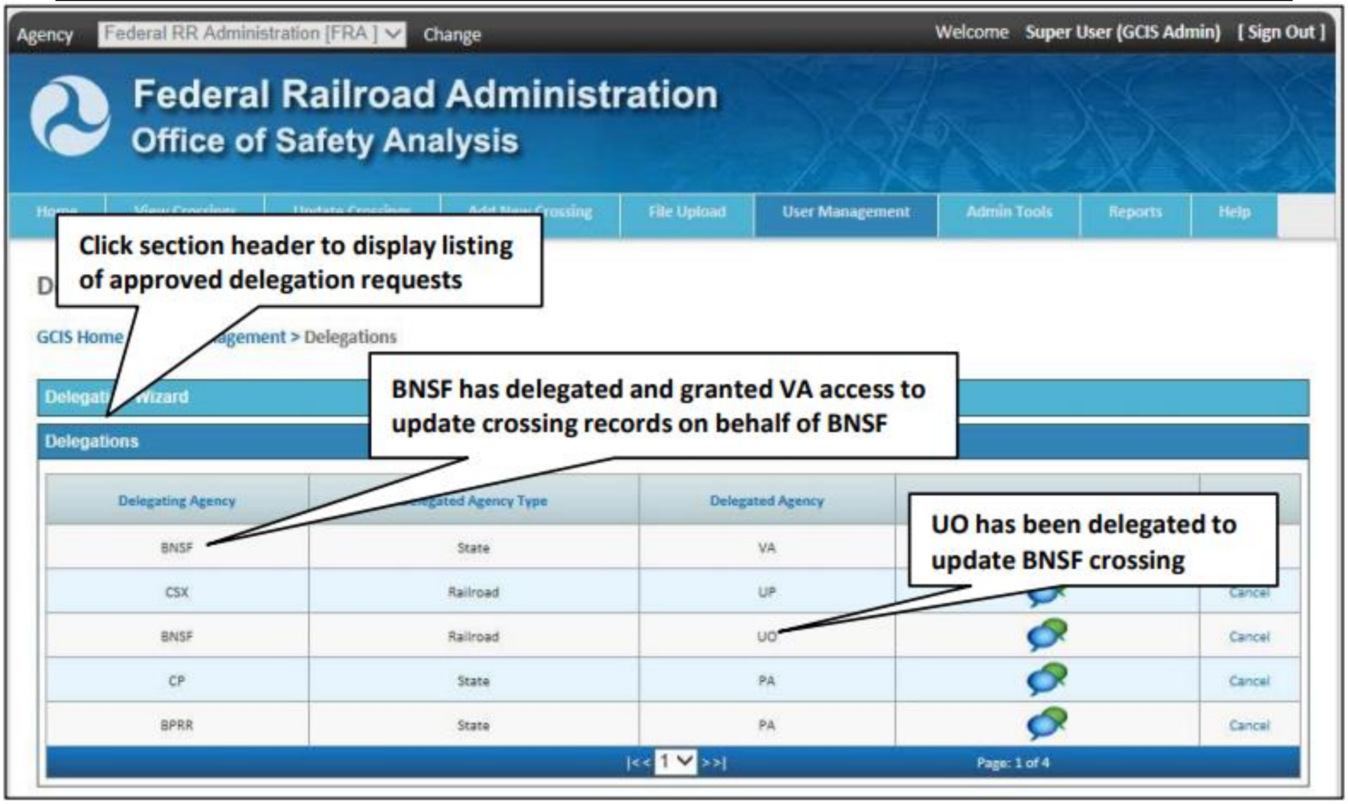


Figure 55 - Delegations Table

2. To add comments, click on the icon located under the **Comments (Optional)** column.
3. A **Comments** dialog box will display. Enter your comments, and then press the **Ok** button. To exit the window without saving, press the **Cancel** button. (Figure 56)

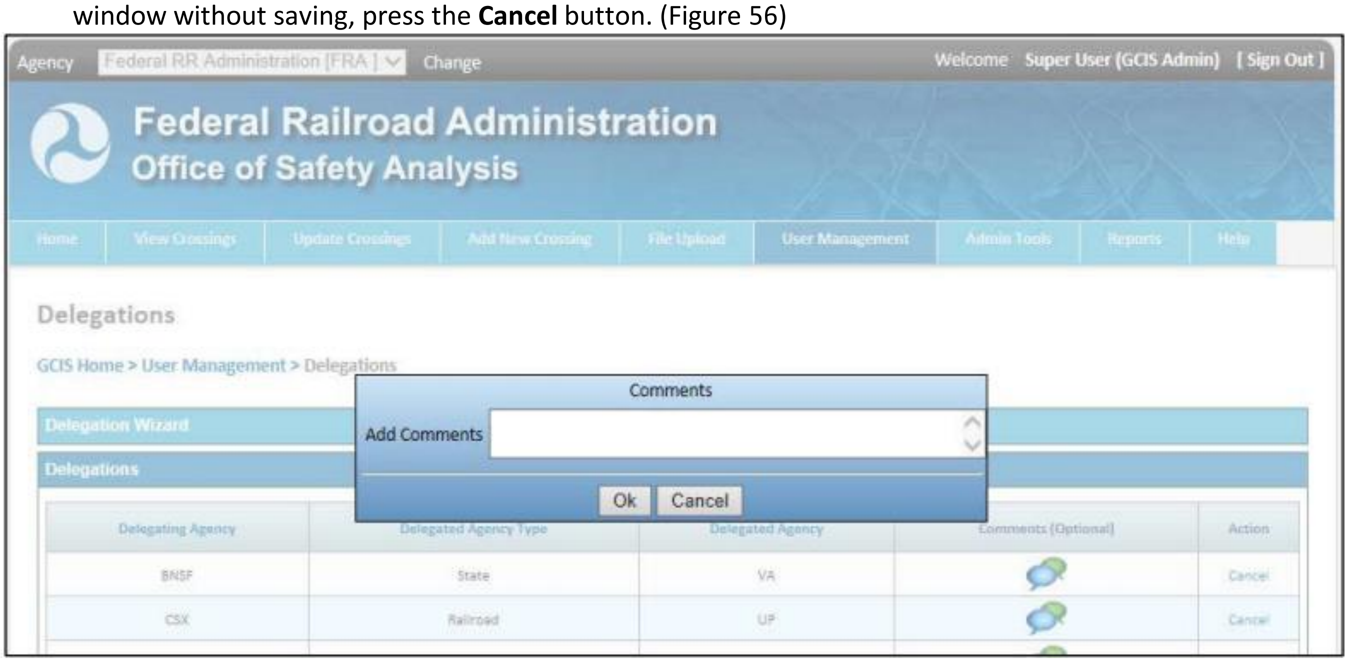


Figure 56 - Adding Comments

4. Once the dialog box closes, your comment is saved. You can view your comments by pressing the icon. Your previous comments will be displayed in the **Existing Comments** section.

Figure 57 - Viewing Existing Comments

5. To cancel an existing delegation request, press the **Cancel** button located under the **Action** column. The system will display a message asking if you want to cancel the delegation.

Figure 58 - Confirm Delegation Cancellation Message

6. Press the **Yes** button to confirm the cancellation or **No** to exit.

Add Internal User

The **Add Internal Users** page will provide you the ability to create a new internal Application Administrator and assign them the role of GCIS Admin, FRA Admin, Data Tech Analyst, or GCIS Read Only User.

The following section takes you through the process of creating a new internal user.

1. Hover over the **User Management** tab located in the top navigation until the sub- menu items display.
2. Click on **Add Internal User**.
3. The **Add New Internal User Wizard** section will display by default. (Figure 59 and 60)

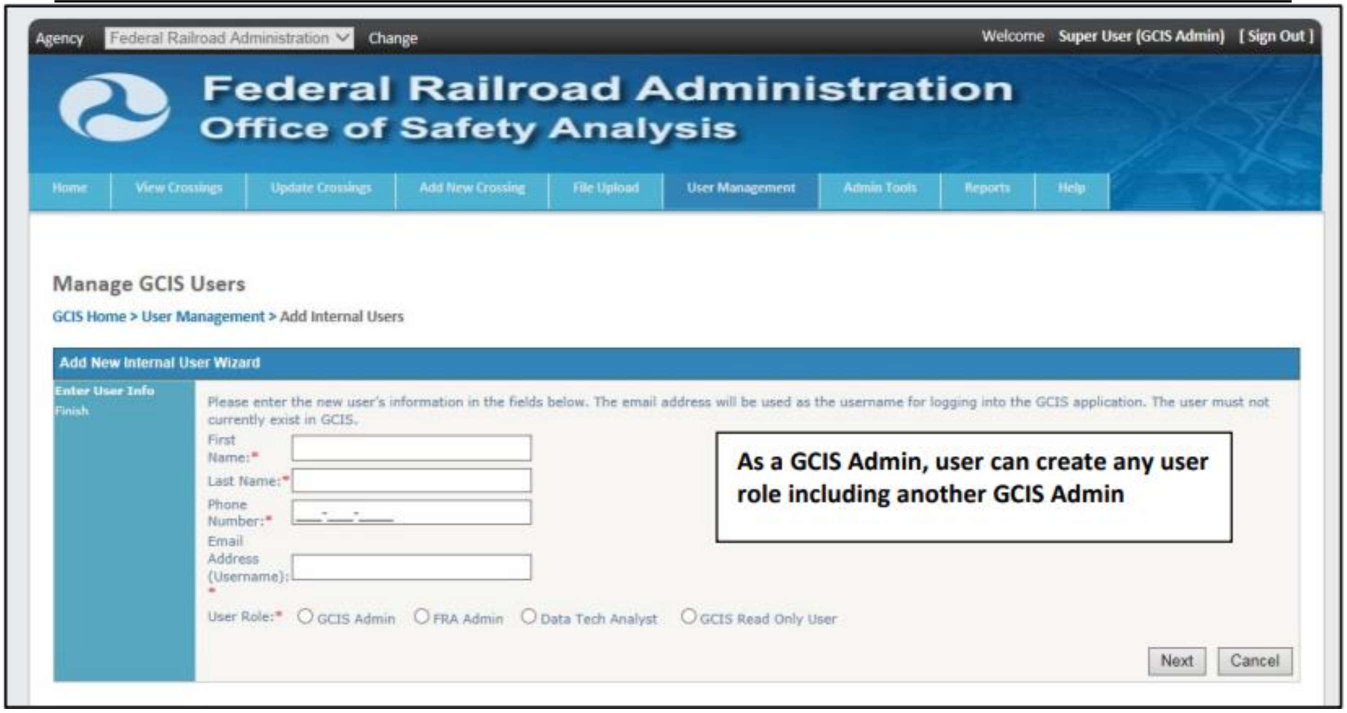


Figure 59 - Add Internal User Page (GCIS Admin)

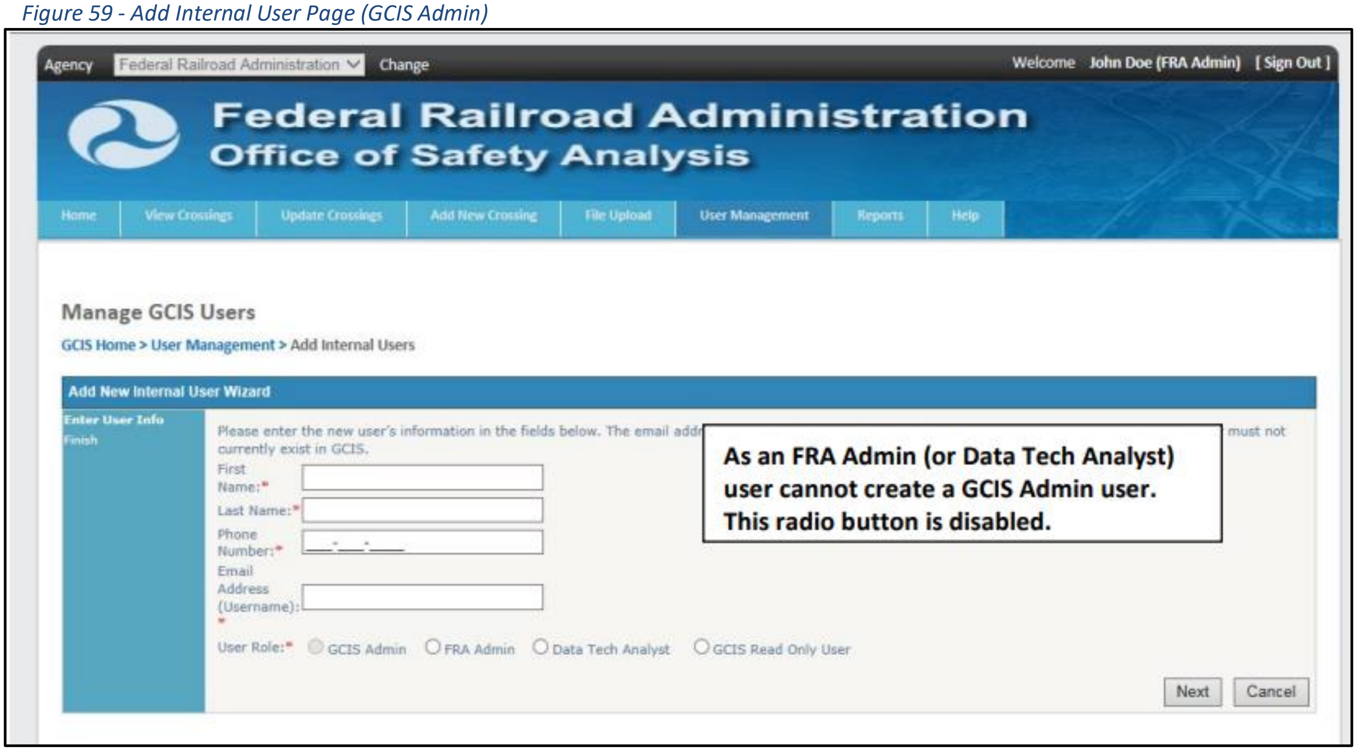


Figure 60 - Add Internal User Page (FRA Admin & Data Tech Analyst)

1. On the **Enter User Info** step of the wizard, complete **the First Name, Last Name, Phone Number, Email Address (Username)**, select a **User Role**, and then press the **Next** button.
   Note: *Any fields marked with a red asterik (*) require a value.*
2. On the **Finish** screen, verify that all information entered is correct and then press the **Finish button**. To make any changes, click on the **Back** button and to exit the wizard without creating a new user, press the **Cancel** button.

3. Once the user has been successfully created, the system will display a confirmation message. Press the **Ok** button to return back to the **Add Internal Users** page.

Figure 61 - Add New Internal User Success Message

Admin Tools

The **Administration Tools** page provides you the ability to add new or update existing lookup values. Lookup values are data or information that is used throughout the GCIS web application. This page allows you to update the following information:

- **Error Messages** used to display validation errors after a crossing record has been submitted
- **FAQs** are displayed under the Help section containing a list of questions and answers related to the GCIS site, submissions using the Online Grade Crossing Inventory Form, and the Public and Secure Safety Data API sites
- **Functional Classification** used to populate Part V.2 of the Online Grade Crossing Inventory Form
- **HSR Corridor** used to populate Part I.26 of the Online Grade Crossing Inventory Form
- **MUTCD Codes** used to populate Part III.2.J of the Online Grade Crossing Inventory Form
- **Transfer POR** used to transfer Primary Operating Railroad (Part I.1. Primary Operating Railroad.) Transfer modes include Crossing Id and Agency. GCIS allows Admin User accounts to transfer Primary Operating Railroads for Closed Crossings and Crossings for which the Railroad is no longer active.

The following section takes you through the process of creating new or updating existing lookup values.

Note: *The system will not allow you to create new lookup values for **Error Messages**, as they must be linked to validation rules.*

1. Click on **Admin Tools** located in the top navigation. The **Administration Tools** page will display.

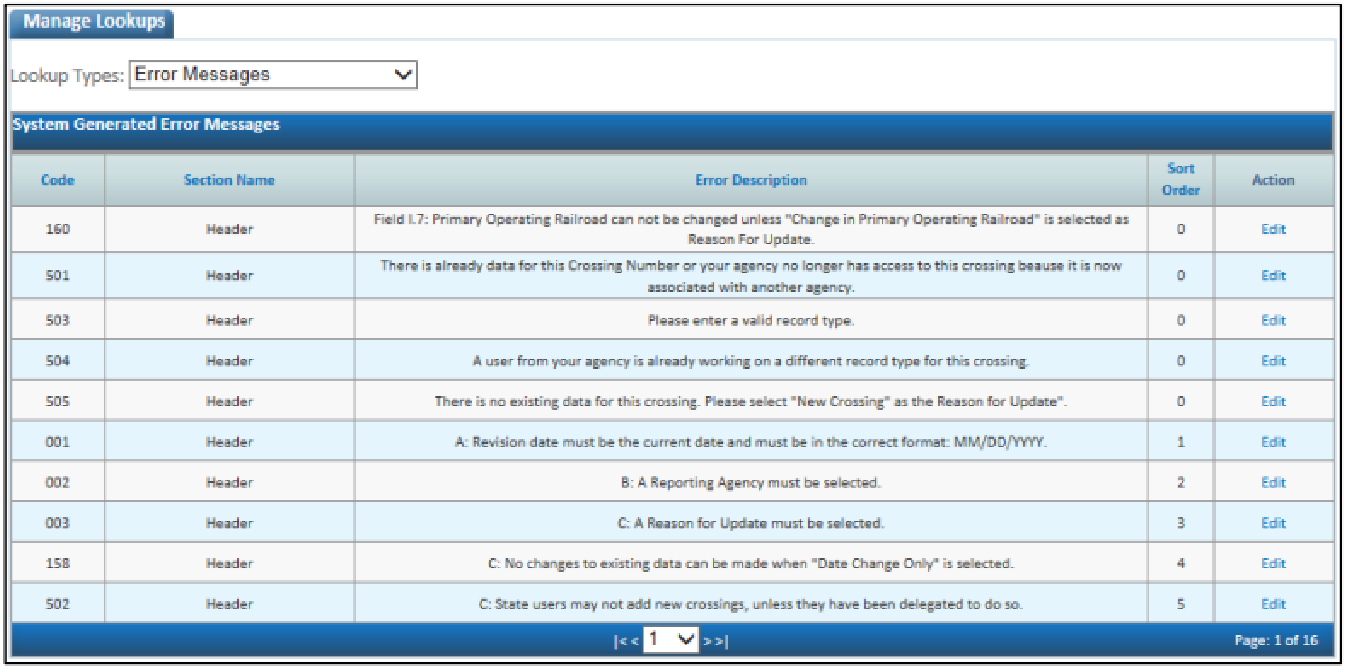
Error Messages

The system will only allow you to update existing error messages, but not add new ones.

1. Under the **Manage Lookups** section, for the **Lookup Types** field, select **Error Messages**. A list of all system generated error messages will be displayed in the table.

Note:

- *You can sort the records by clicking on the blue text for each column header to sort in ascending or descending order.*
- *You can page through the table using the page number or arrows located below the table.*



Manage Lookups

Lookup Types: Error Messages

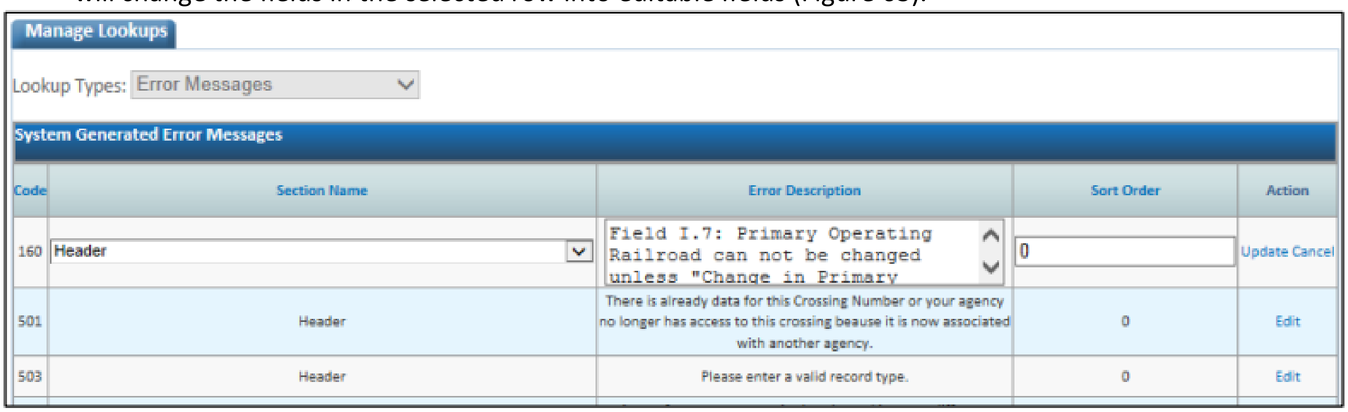
System Generated Error Messages

Code	Section Name	Error Description	Sort Order	Action
160	Header	Field I.7: Primary Operating Railroad can not be changed unless "Change in Primary Operating Railroad" is selected as Reason For Update.	0	Edit
501	Header	There is already data for this Crossing Number or your agency no longer has access to this crossing beause it is now associated with another agency.	0	Edit
503	Header	Please enter a valid record type.	0	Edit
504	Header	A user from your agency is already working on a different record type for this crossing.	0	Edit
505	Header	There is no existing data for this crossing. Please select "New Crossing" as the Reason for Update".	0	Edit
001	Header	A: Revision date must be the current date and must be in the correct format: MM/DD/YYYY.	1	Edit
002	Header	B: A Reporting Agency must be selected.	2	Edit
003	Header	C: A Reason for Update must be selected.	3	Edit
158	Header	C: No changes to existing data can be made when "Date Change Only" is selected.	4	Edit
502	Header	C: State users may not add new crossings, unless they have been delegated to do so.	5	Edit

|<< 1 >>| Page: 1 of 16

Figure 62 - Error Messages Table

2. To update an existing error message, click on the **Edit** link located under the **Action** column. The system will change the fields in the selected row into editable fields (Figure 63).



Manage Lookups

Lookup Types: Error Messages

System Generated Error Messages

Code	Section Name	Error Description	Sort Order	Action
160	Header	Field I.7: Primary Operating Railroad can not be changed unless "Change in Primary	0	Update Cancel
501	Header	There is already data for this Crossing Number or your agency no longer has access to this crossing beause it is now associated with another agency.	0	Edit
503	Header	Please enter a valid record type.	0	Edit

Figure 63 - Record in Edit Mode

3. Update the record by performing any of the actions listed below:
   a. To change the **Section Name**, click on the drop-down list down arrow and select a new value.
   b. Update the text in the **Error Description** field.
   c. Change the **Sort Order** by entering a numeric value.
   Note: *The Sort Order field is used to display the order in which the error messages will display on the Online Grade Crossing Inventory Form.*
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 refresh the data in the table. Locate the item that was just updated to confirm the change was made.

FAQs

The system will allow you to add new and update existing FAQs. To update an existing FAQ, follow steps 2 – 5. To add a new FAQ, follow steps 6 – 8.

Update Existing Value

2. Under the **Manage Lookups** section, for the **Lookup Types** field, select **FAQs**. A list of all Frequently Asked Questions will be displayed in the table.

   Note:

   - You can sort the records by clicking on the blue text for each column header to sort in ascending or descending order.
   - You can page through the table using the page number or arrows located below the table.

Manage Lookups

Lookup Types: FAQs

FAQs

Code	Section Name	Question	Answer	Sort Order	Status	Action
219	Part I	Why must I complete different fields for different crossings?	GCIS requires certain information based on the type of Crossing. For example, users who are submitting data for a private, at-grade crossing only need to complete Parts I and Part II, while users submitting data for public, at-grade crossings must complete the entire form. Public crossings are open to public travel, and therefore require more information for safety purposes.	0	Active	Edit
220	Part II	What is a validation error?	A validation error may occur when there is a problem with the data entered. The data entered may not be in the correct format, requires a value but is left blank, or the relationship between fields is not complete or accurate. For example, a validation error would occur if Part III.2.F: Pavement Markings is left blank for a public, at-grade crossing. A validation error would also occur if anything other than "None" is selected in this field, but in Part IV.2: Is Roadway Paved?, "No" is selected. There cannot be any pavement markings if the roadway is not paved, therefore, a validation error would occur.	0	Active	Edit
221	General	Why does GCIS display error messages for optional fields?	Error messages will be displayed for optional fields when the data entered is incomplete or not in the correct format. If data is entered in an optional field, that data must be valid.	0	Active	Edit
222	General	Why does GCIS automatically disable some fields?	GCIS automatically disables certain fields based on selections made in previous fields. This was done in order to preserve the quality and accuracy of the crossing data. For example, if a user selects "No" in Part I.24 to indicate that there is no other adjacent crossing with a separate crossing number, that user will not be allowed to enter a crossing number.	1	Active	Edit
223	General	Why were some of the values in existing fields dropped?	The previous version of the Grade Crossing Inventory Form contained a number of fields that allowed users to enter open text. In order to gather more accurate, useful data, FRA has changed these fields to require selections from a pre-determined list. These lists were compiled with input from industry professionals and the comments received throughout the rule making.	2	Active	Edit

\+ Add |<< 1 >>| Page: 1 of 9

Figure 64 - FAQs Table

3. To update an existing question and answer click on the **Edit** link located under the **Action** column. The system will change the fields in the selected row into editable fields.

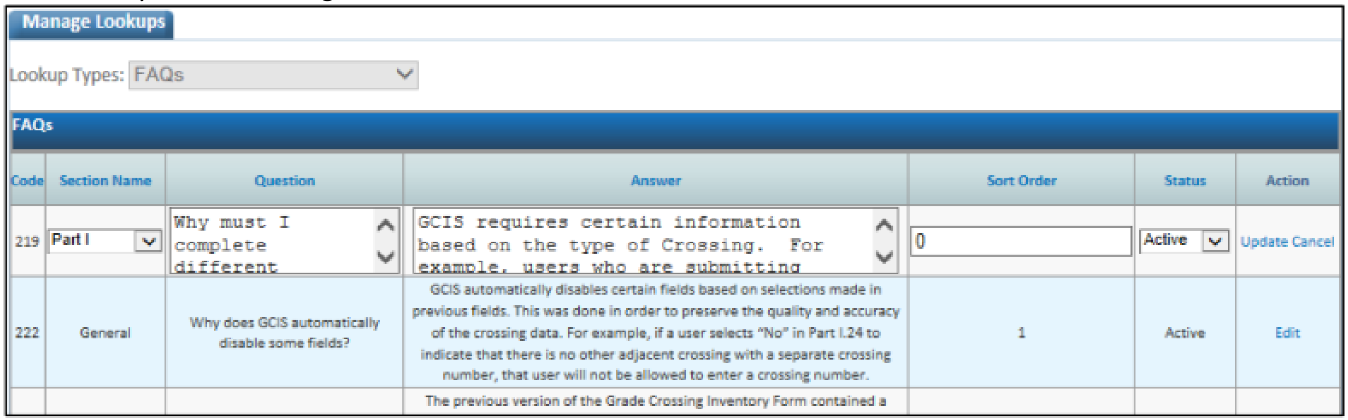


Figure 65 - Record in Edit Mode

4. Update the record by performing any of the actions listed below:
   a. To change the **Section Name**, click on the drop-down list down arrow and select a new value.
   b. Update the question by entering the new text into the **Question** field.
   c. Update the answers to the questions by entering the text into the **Answer** field.
   d. Change the **Sort Order** by entering a numeric value.
      Note: The Sort Order field is used to display the order in which the error messages will display on the Online Grade Crossing Inventory Form.
   e. Set the **Status** to either **Active** or **Inactive**.
      Note: Inactive items will no longer be displayed within GCIS.
5. 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 refresh the data in the table. Locate the item that was just updated to confirm the change was made.

Add New Value

6. At the bottom of the table, there is an **+ Add** button. Click on the button to add a new blank row to the table.

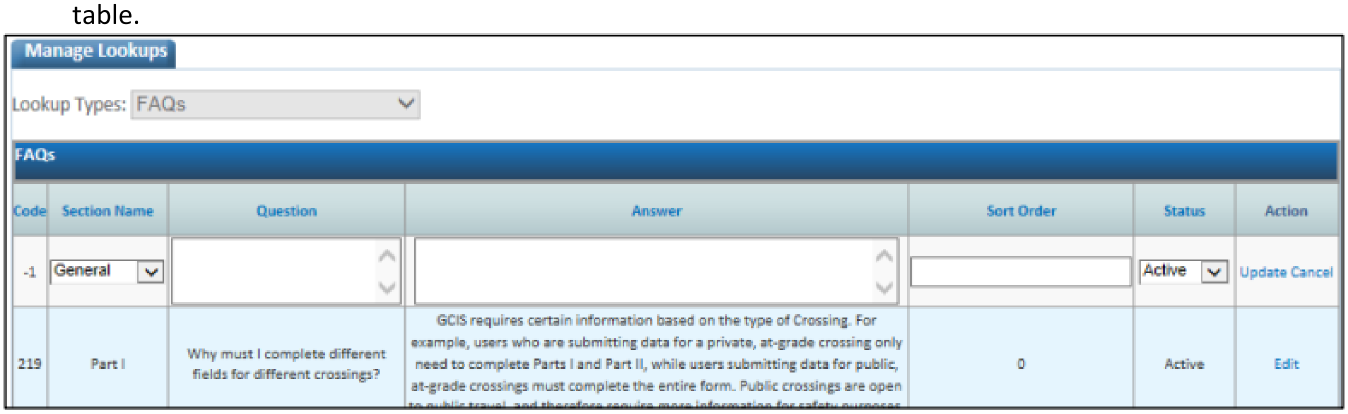


Figure 66 - New Row for Adding a New FAQ

7. Add the new record by performing any the actions listed below:
   a. Select the **Section Name** by clicking on the drop-down list down and select a new value. The system will default to **General.**
   b. Add the new question by entering text into the **Question** field.
   c. Enter the answer to the question provided by entering the text into the **Answer** field.
   d. Enter a **Sort Order** number.
      Note: *The Sort Order field is used to display the order in which the error messages will display on the Online Grade Crossing Inventory Form.*

e. The system will default the **Status** to **Active** (leave the current value selected).
 Note: *Inactive items will no longer be displayed within GCIS.*

8. Once complete, press the **Update** link located in the **Action** column to save the new question and answer. To exit and cancel all changes, press the **Cancel** link. If the item was successfully added, the system will refresh the data in the table.

Functional Classification

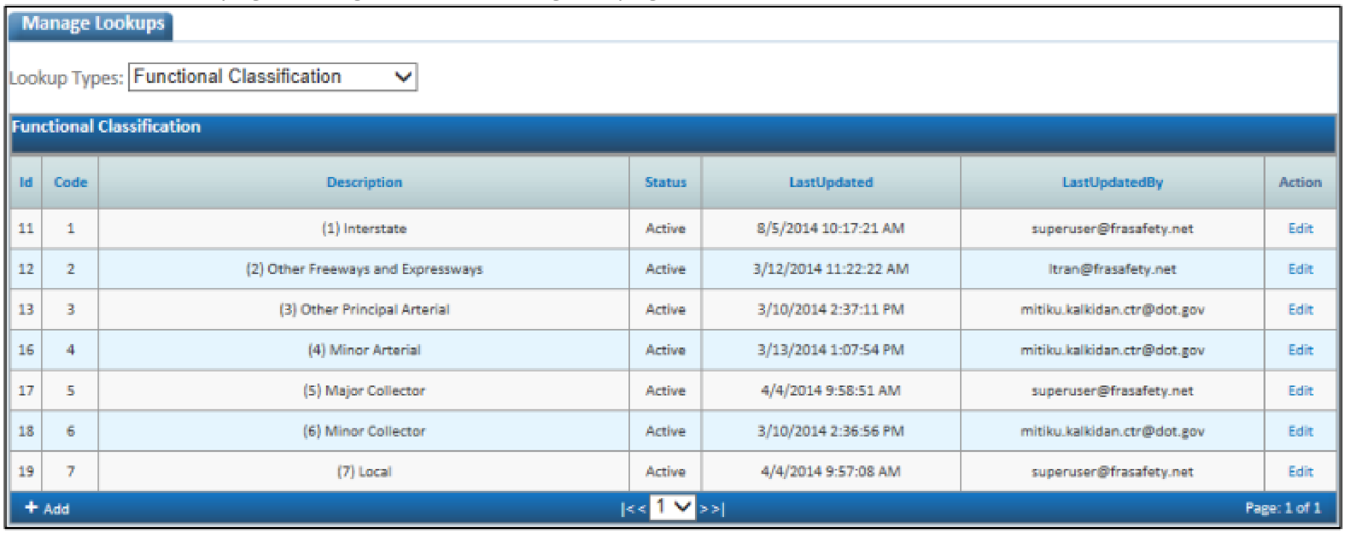
The system will allow you to add new and update existing Functional Classification codes and descriptions. To update an existing value, follow steps 2 – 5. To add a new value, follow steps 6 – 8.

Update Existing Value

2. Under the **Manage Lookups** section, for the **Lookup Types** field, select **Functional Classification**. A list of all Functional Classifications will be displayed in the table.

   Note:

   - You can sort the records by clicking on the blue text for each column header to sort in ascending or descending order.
   - You can page through the table using the page number or arrows located below the table.



Manage Lookups

Lookup Types: Functional Classification

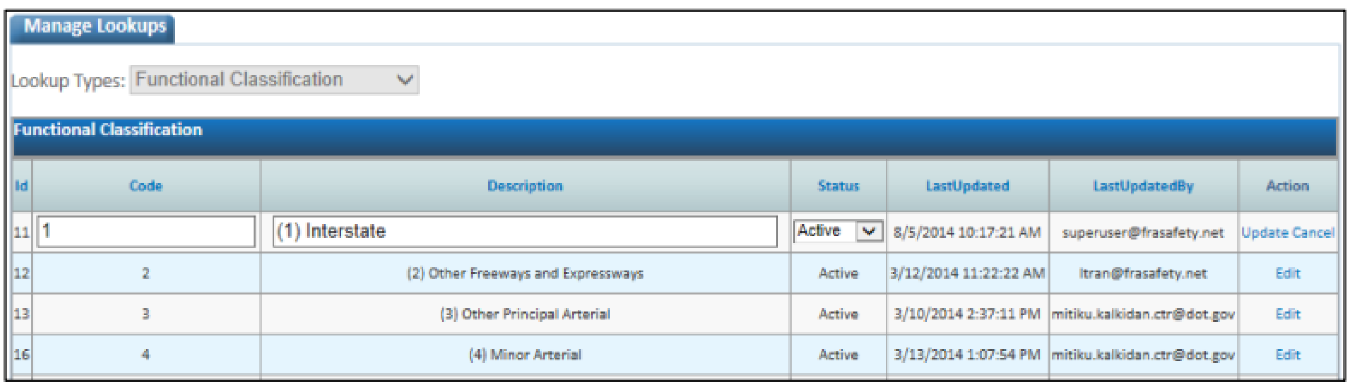
Functional Classification

Id	Code	Description	Status	LastUpdated	LastUpdatedBy	Action
11	1	(1) Interstate	Active	8/5/2014 10:17:21 AM	superuser@frasafety.net	Edit
12	2	(2) Other Freeways and Expressways	Active	3/12/2014 11:22:22 AM	ltran@frasafety.net	Edit
13	3	(3) Other Principal Arterial	Active	3/10/2014 2:37:11 PM	mitiku.kalkidan.ctr@dot.gov	Edit
16	4	(4) Minor Arterial	Active	3/13/2014 1:07:54 PM	mitiku.kalkidan.ctr@dot.gov	Edit
17	5	(5) Major Collector	Active	4/4/2014 9:58:51 AM	superuser@frasafety.net	Edit
18	6	(6) Minor Collector	Active	3/10/2014 2:36:56 PM	mitiku.kalkidan.ctr@dot.gov	Edit
19	7	(7) Local	Active	4/4/2014 9:57:08 AM	superuser@frasafety.net	Edit

+ Add |< < 1 > >| Page: 1 of 1

Figure 67 - Functional Classification Table

3. To update an existing value, click on the **Edit** link located under the **Action** column. The system will change the fields in the selected row into editable fields.



Manage Lookups

Lookup Types: Functional Classification

Functional Classification

Id	Code	Description	Status	LastUpdated	LastUpdatedBy	Action
11	1	(1) Interstate	Active	8/5/2014 10:17:21 AM	superuser@frasafety.net	Update Cancel
12	2	(2) Other Freeways and Expressways	Active	3/12/2014 11:22:22 AM	ltran@frasafety.net	Edit
13	3	(3) Other Principal Arterial	Active	3/10/2014 2:37:11 PM	mitiku.kalkidan.ctr@dot.gov	Edit
16	4	(4) Minor Arterial	Active	3/13/2014 1:07:54 PM	mitiku.kalkidan.ctr@dot.gov	Edit

Figure 68 - Record in Edit Mode

4. Update the record by performing any of the actions listed below:
   a. To change the system code, enter the new value.
   b. To change the **Description**, enter the new description.
   c. Set the **Status** to either **Active** or **Inactive**.
      Note: *Inactive items will no longer be displayed within GCIS.*
5. 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 refresh the data in the table. Locate the item that was just updated to confirm the change was made.

Add New Value

6. At the bottom of the table, there is an **+ Add** button. Click on the button to add a new blank row to the table.

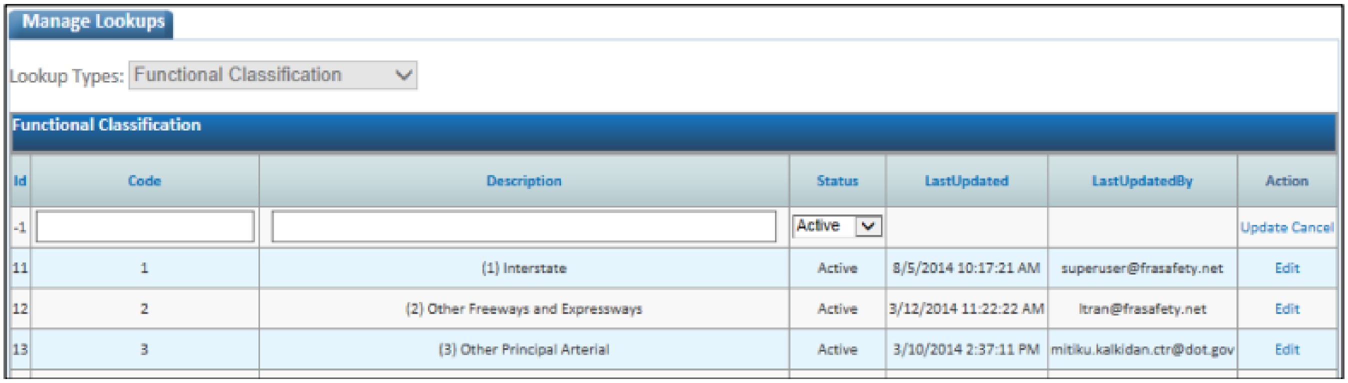


Figure 69 - New Row for Adding a New Functional Classification

7. Add the new record by performing any the actions listed below:
   a. Enter the new system code into the **Code** field.
   b. Enter the description into the **Description** field.
   c. The system will default the **Status** to **Active** (leave the current value selected).
   Note: *Inactive items will no longer be displayed within GCIS.*
8. Once complete, press the Update link located in the Action column to save the new value. To exit and cancel all changes, press the **Cancel** link. If the item was successfully added, the system will refresh the data in the table.

HSR Corridor

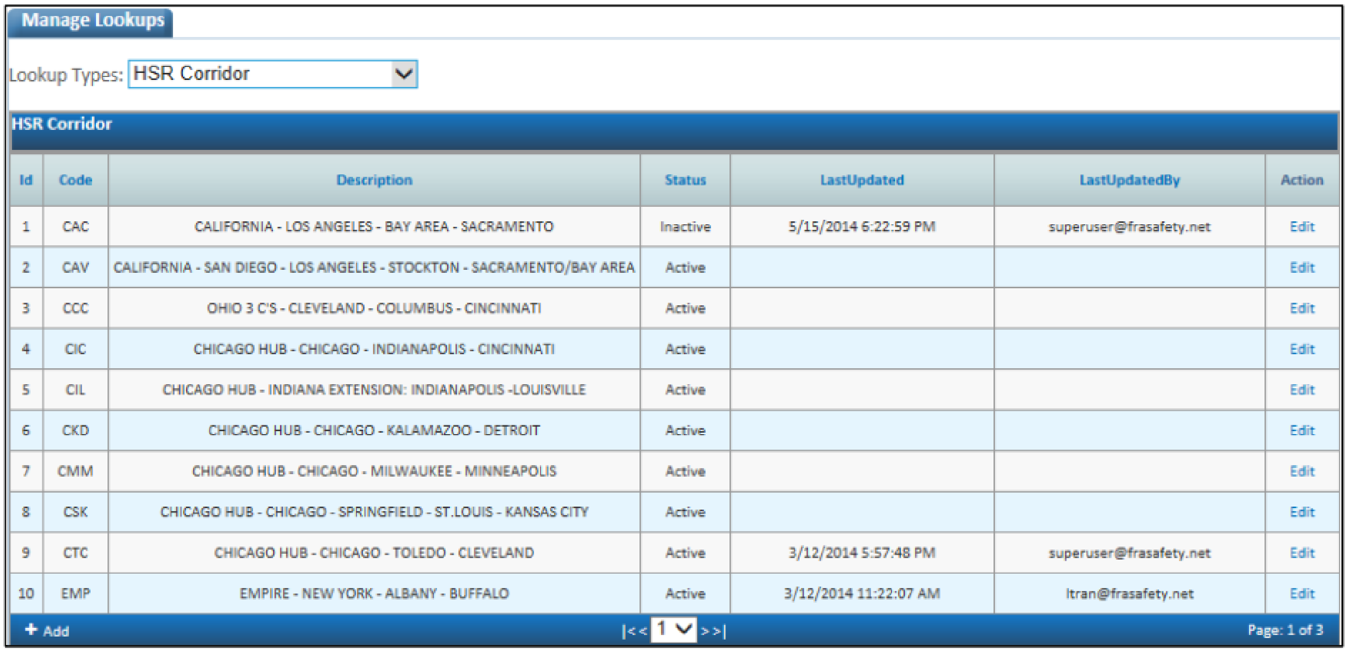
The system will allow you to add new and update existing HSR Corridor codes and descriptions. To update an existing value, follow steps 2 – 5. To add a new value, follow steps 6 – 8.

Update Existing Value

2. Under the **Manage Lookups** section, for the **Lookup Types** field, select **HSR Corridor**. A list of all HSR Corridor IDs will be displayed in the table.

Note:

- You can sort the records by clicking on the blue text for each column header to sort in ascending or descending order.
- You can page through the table using the page number or arrows located below the table.



Manage Lookups

Lookup Types: HSR Corridor

HSR Corridor

Id	Code	Description	Status	LastUpdated	LastUpdatedBy	Action
1	CAC	CALIFORNIA - LOS ANGELES - BAY AREA - SACRAMENTO	Inactive	5/15/2014 6:22:59 PM	superuser@frasafety.net	Edit
2	CAV	CALIFORNIA - SAN DIEGO - LOS ANGELES - STOCKTON - SACRAMENTO/BAY AREA	Active			Edit
3	CCC	OHIO 3 C'S - CLEVELAND - COLUMBUS - CINCINNATI	Active			Edit
4	CIC	CHICAGO HUB - CHICAGO - INDIANAPOLIS - CINCINNATI	Active			Edit
5	CIL	CHICAGO HUB - INDIANA EXTENSION: INDIANAPOLIS -LOUISVILLE	Active			Edit
6	CKD	CHICAGO HUB - CHICAGO - KALAMAZOO - DETROIT	Active			Edit
7	CMM	CHICAGO HUB - CHICAGO - MILWAUKEE - MINNEAPOLIS	Active			Edit
8	CSK	CHICAGO HUB - CHICAGO - SPRINGFIELD - ST.LOUIS - KANSAS CITY	Active			Edit
9	CTC	CHICAGO HUB - CHICAGO - TOLEDO - CLEVELAND	Active	3/12/2014 5:57:48 PM	superuser@frasafety.net	Edit
10	EMP	EMPIRE - NEW YORK - ALBANY - BUFFALO	Active	3/12/2014 11:22:07 AM	ltran@frasafety.net	Edit

+ Add |<< 1 >>| Page: 1 of 3

Figure 70 - HSR Corridor Table

3. To update an existing value, click on the **Edit** link located under the **Action** column. The system will change the fields in the selected row into editable fields.

Manage Lookups

Lookup Types: HSR Corridor

HSR Corridor

Id	Code	Description	Status	LastUpdated	LastUpdatedBy	Action
1	CAC	CALIFORNIA - LOS ANGELES - BAY AREA - SACRAMENTO	Inactive	5/15/2014 6:22:59 PM	superuser@frasafety.net	Edit
2	CAV	CALIFORNIA - SAN DIEGO - LOS ANGELES - STOCKTC	Active			Update Cancel
3	CCC	OHIO 3 C'S - CLEVELAND - COLUMBUS - CINCINNATI	Active			Edit
4	CIC	CHICAGO HUB - CHICAGO - INDIANAPOLIS - CINCINNATI	Active			Edit

Figure 71 - Record in Edit Mode

4. Update the record by performing any of the actions listed below:
    a. To change the HSR Corridor code, enter the new value.
    b. To change the **Description**, enter the new description. c. Set the **Status** to either **Active** or **Inactive**.
    Note: *Inactive items will no longer be displayed within GCIS.*
5. 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 refresh the data in the table. Locate the item that was just updated to confirm the change was made.

Add New Value

6. At the bottom of the table, there is an **+ Add** button. Click on the button to add a new blank row to the table.

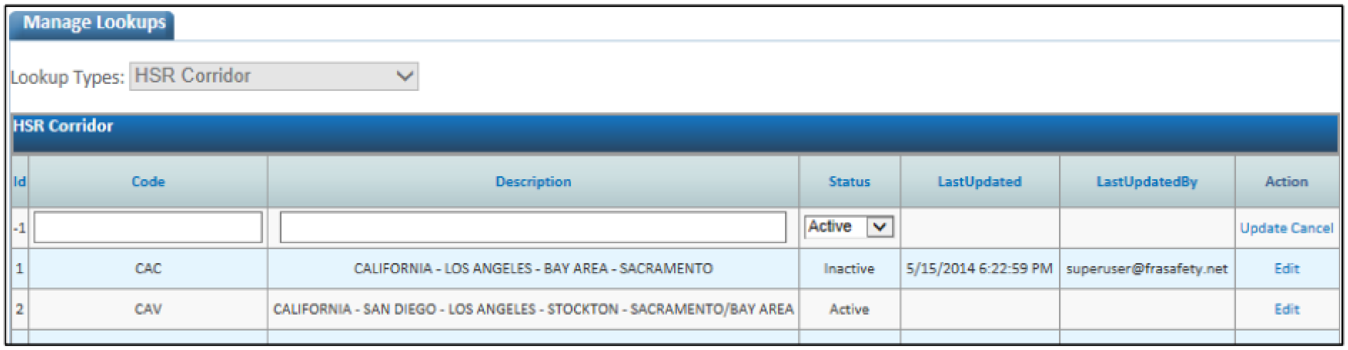


Figure 72 - New Row for Adding a New HSR Corridor

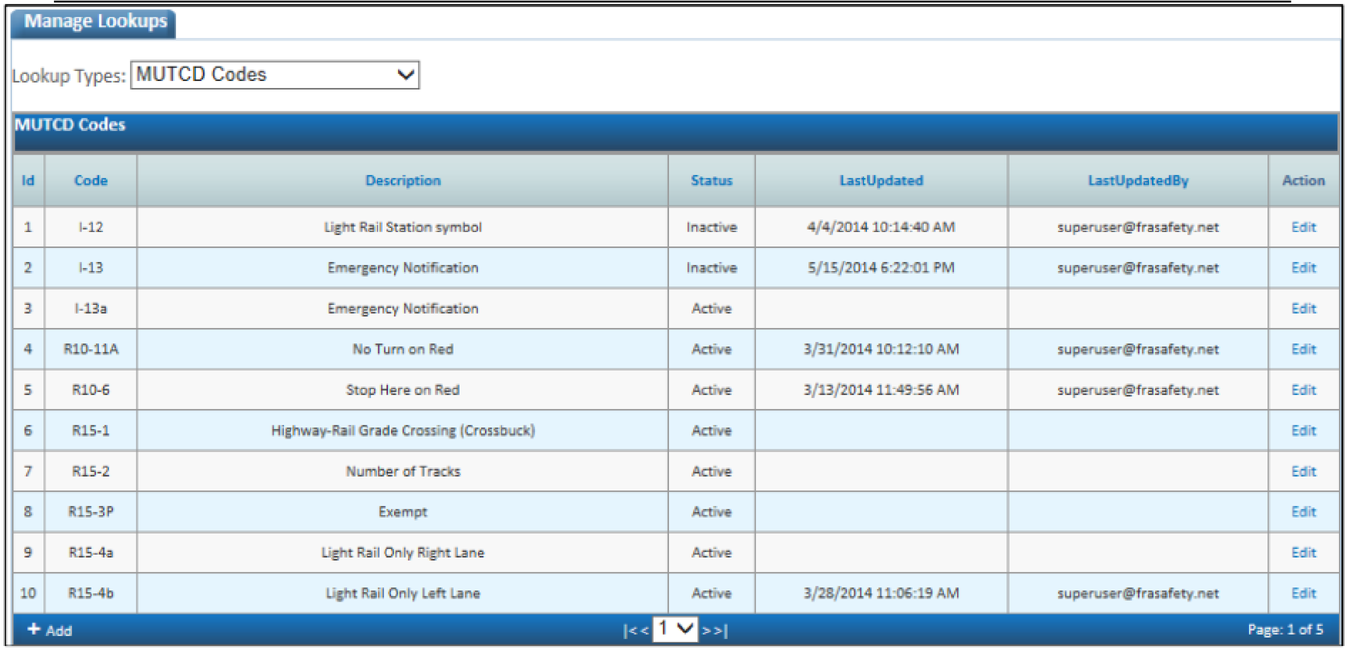
7. Add the new record by performing any the actions listed below:
    a. Enter the new system code into the **Code** field. b. Enter the description in to the **Description** field.
    b. The system will default the **Status** to **Active** (leave the current value selected).
    Note: *Inactive items will no longer be displayed within GCIS.*
8. Once complete, press the Update link located in the Action column to save the new value. To exit and cancel all changes, press the **Cancel** link. If the item was successfully added, the system will refresh the data in the table.

MUTCD Codes

The system will allow you to add new and update existing MUTCD codes and descriptions. To update an existing value, follow steps 2 – 5. To add a new value, follow steps 6 – 8.

Update Existing Value

2. Under the **Manage Lookups** section, for the **Lookup Types** field, select **MUTCD Codes**. A list of all MUTCD Codes will be displayed in the table.
    Note:
    - You can sort the records by clicking on the blue text for each column header to sort in ascending or descending order.
    - You can page through the table using the page number or arrows located below the table.



Manage Lookups

Lookup Types: MUTCD Codes

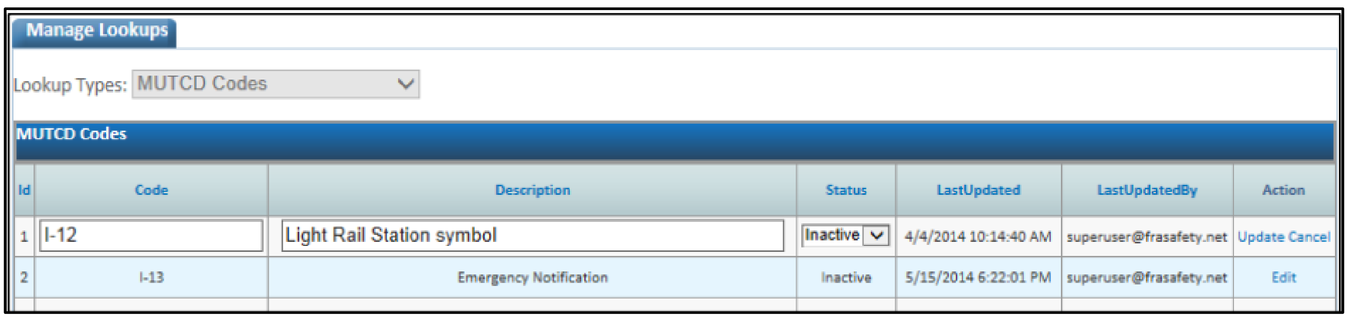
MUTCD Codes

Id	Code	Description	Status	LastUpdated	LastUpdatedBy	Action
1	I-12	Light Rail Station symbol	Inactive	4/4/2014 10:14:40 AM	superuser@frasafety.net	Edit
2	I-13	Emergency Notification	Inactive	5/15/2014 6:22:01 PM	superuser@frasafety.net	Edit
3	I-13a	Emergency Notification	Active			Edit
4	R10-11A	No Turn on Red	Active	3/31/2014 10:12:10 AM	superuser@frasafety.net	Edit
5	R10-6	Stop Here on Red	Active	3/13/2014 11:49:56 AM	superuser@frasafety.net	Edit
6	R15-1	Highway-Rail Grade Crossing (Crossbuck)	Active			Edit
7	R15-2	Number of Tracks	Active			Edit
8	R15-3P	Exempt	Active			Edit
9	R15-4a	Light Rail Only Right Lane	Active			Edit
10	R15-4b	Light Rail Only Left Lane	Active	3/28/2014 11:06:19 AM	superuser@frasafety.net	Edit

+ Add |<< 1 >>| Page: 1 of 5

Figure 73 - MUTCD Codes Table

3. To update an existing value, click on the **Edit** link located under the **Action** column. The system will change the fields in the selected row into editable fields.



Manage Lookups

Lookup Types: MUTCD Codes

MUTCD Codes

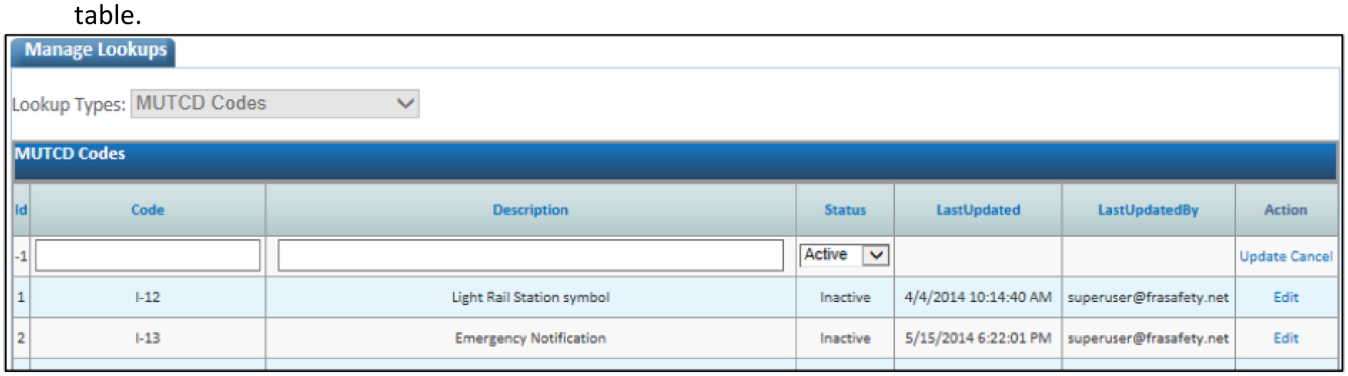
Id	Code	Description	Status	LastUpdated	LastUpdatedBy	Action
1	I-12	Light Rail Station symbol	Inactive	4/4/2014 10:14:40 AM	superuser@frasafety.net	Update Cancel
2	I-13	Emergency Notification	Inactive	5/15/2014 6:22:01 PM	superuser@frasafety.net	Edit

Figure 74 - Record in Edit Mode

4. Update the record by performing any of the actions listed below:
    a. To change the MUTCD code, enter the new value.
    b. To change the **Description**, enter the new description. c. Set the **Status** to either **Active** or **Inactive**. ***Note:*** *Inactive items will no longer be displayed within GCIS.*
5. 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 refresh the data in the table. Locate the item that was just updated to confirm the change was made.

Add New Value

6. At the bottom of the table, there is an **+ Add** button. Click on the button to add a new blank row to the table.



Manage Lookups

Lookup Types: MUTCD Codes

MUTCD Codes

Id	Code	Description	Status	LastUpdated	LastUpdatedBy	Action
-1			Active			Update Cancel
1	I-12	Light Rail Station symbol	Inactive	4/4/2014 10:14:40 AM	superuser@frasafety.net	Edit
2	I-13	Emergency Notification	Inactive	5/15/2014 6:22:01 PM	superuser@frasafety.net	Edit

Figure 75 - New Row for Adding a MUTCD Code

7. Add the new record by performing any the actions listed below:
   a. Enter the new system code into the **Code** field. b. Enter the description in to the **Description** field.
   b. The system will default the **Status** to **Active** (leave the current value selected).
      Note: *Inactive items will no longer be displayed within GCIS.*
8. Once complete, press the Update link located in the Action column to save the new value. To exit and cancel all changes, press the **Cancel** link. If the item was successfully added, the system will refresh the data in the table.

Reports

The **GCIS Internal 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 States, Railroads, and Transit agencies
- Overdue Summary Report – shows a summary of all agencies that have not updated their inventory records on time
- 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 76 - 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.

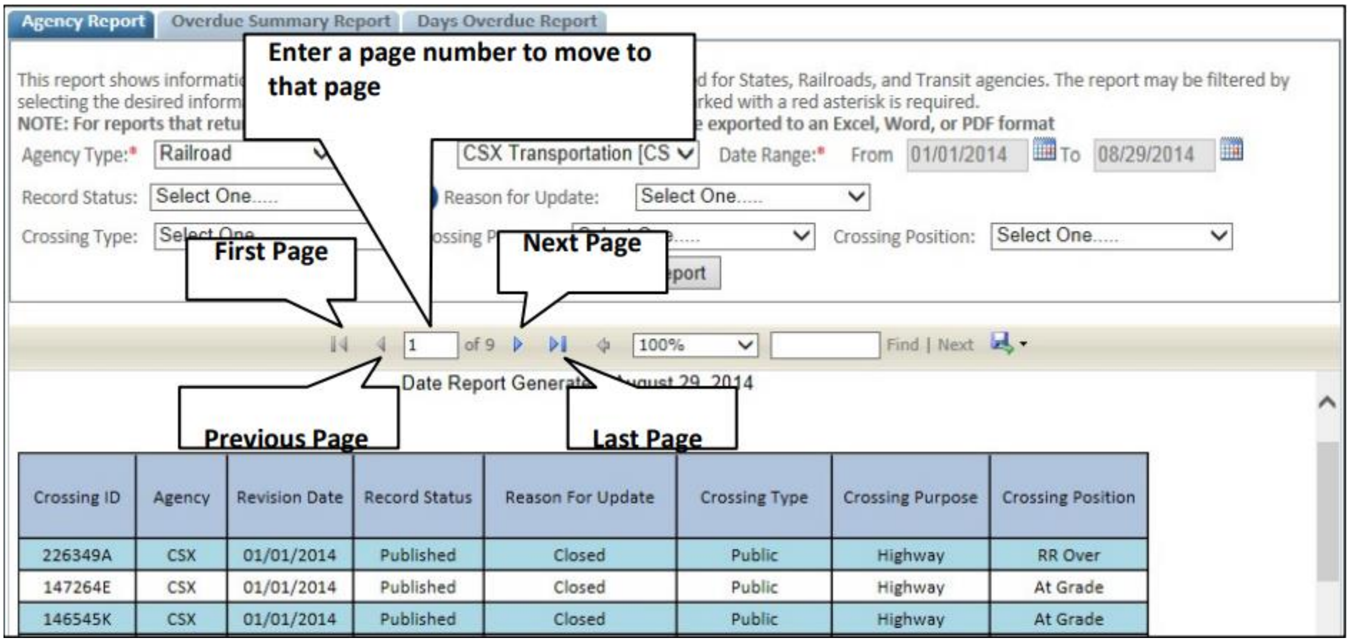


Figure 77 - Report Paging

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**.

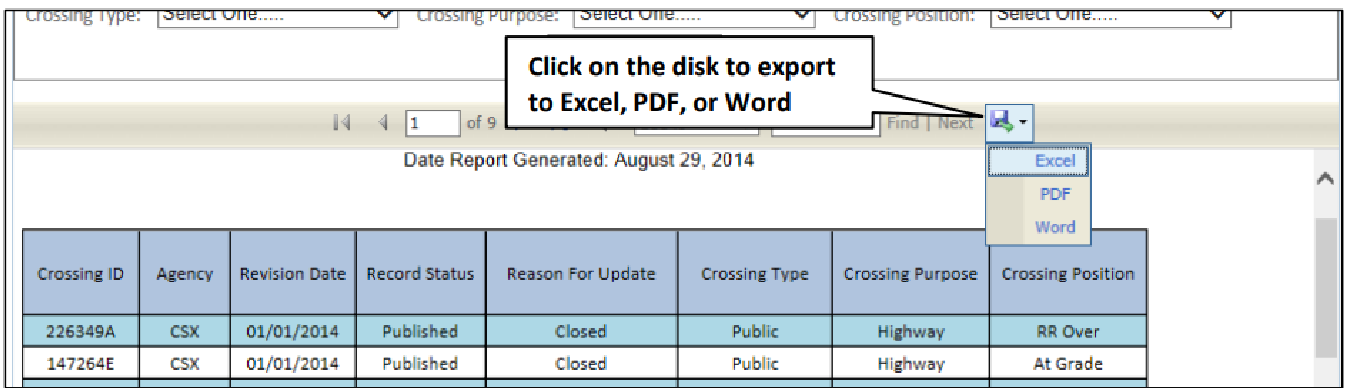
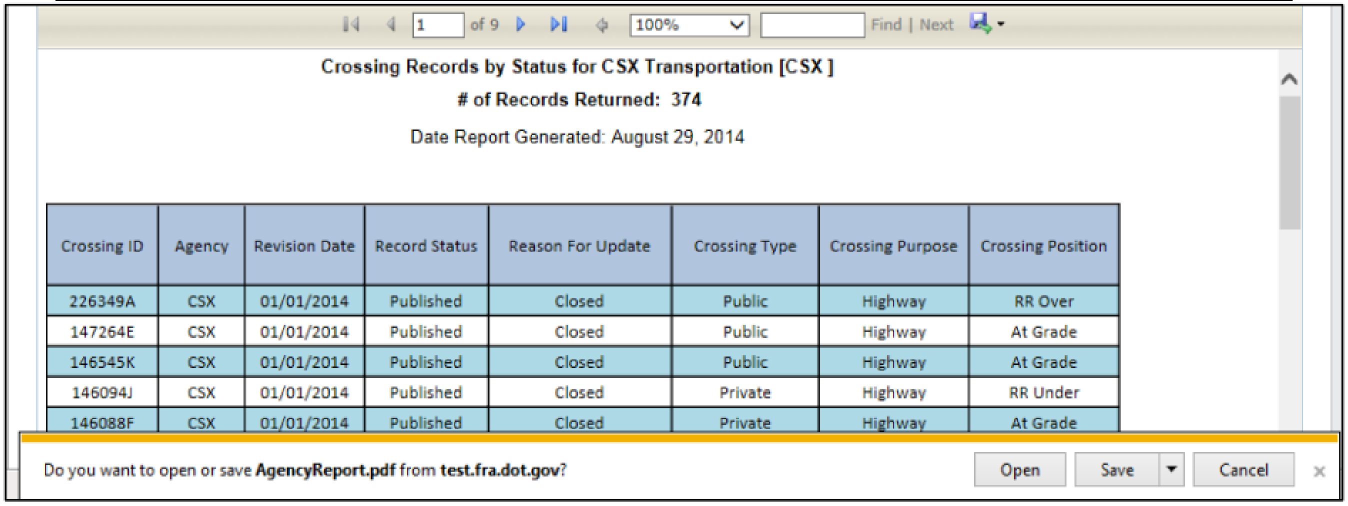


Figure 78 - Export and Save a Copy of the Report

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 79) with the option to **Open**, **Save**, or **Cancel**. Click on the down arrow located next to the **Save** button, and then select **Save as**.

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



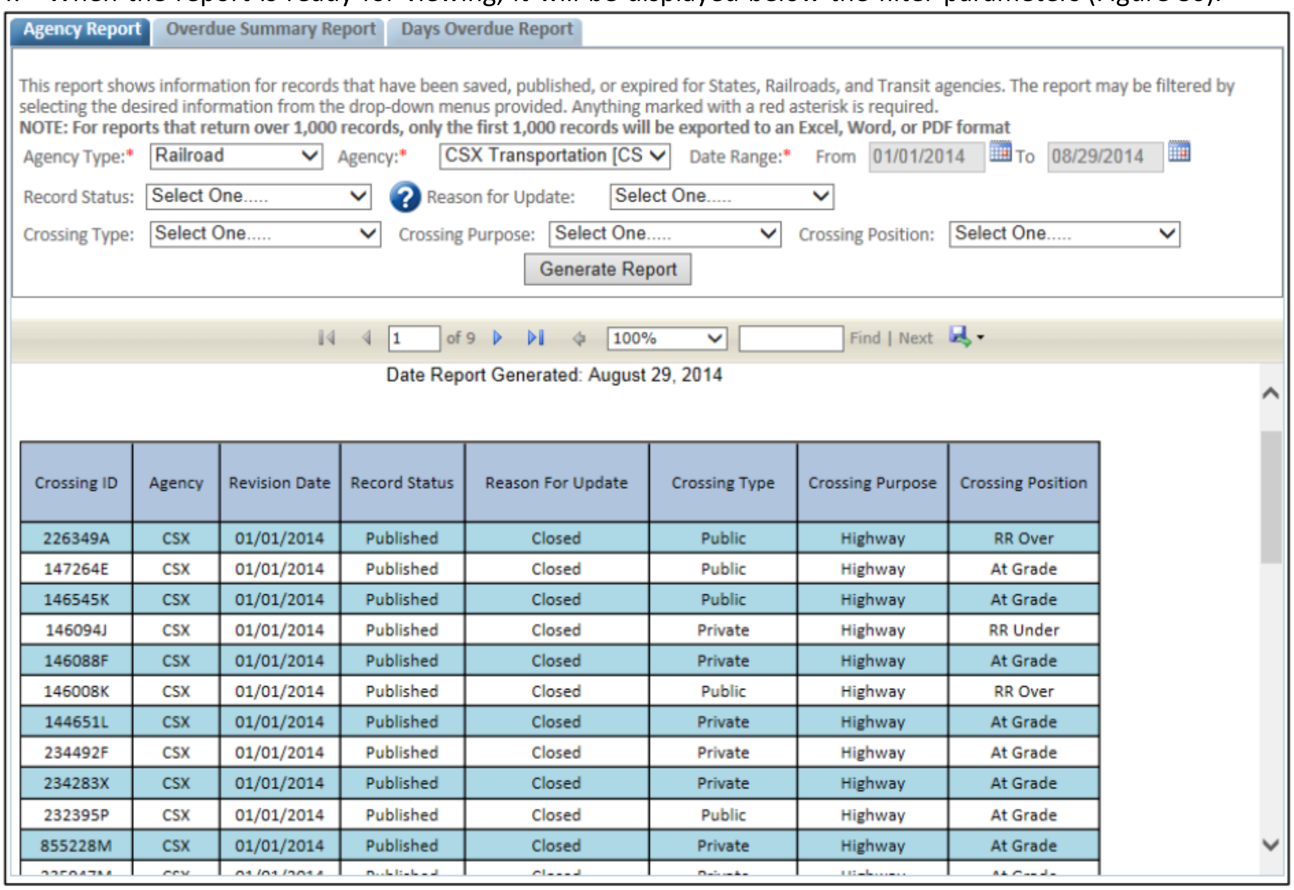
Crossing ID	Agency	Revision Date	Record Status	Reason For Update	Crossing Type	Crossing Purpose	Crossing Position
226349A	CSX	01/01/2014	Published	Closed	Public	Highway	RR Over
147264E	CSX	01/01/2014	Published	Closed	Public	Highway	At Grade
146545K	CSX	01/01/2014	Published	Closed	Public	Highway	At Grade
146094J	CSX	01/01/2014	Published	Closed	Private	Highway	RR Under
146088F	CSX	01/01/2014	Published	Closed	Private	Highway	At Grade

Figure 79 - 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. Select a value for **Agency Type, Agency,** and **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**.
3. Press the **Generate Report** button.
4. When the report is ready for viewing, it will be displayed below the filter parameters (Figure 80).

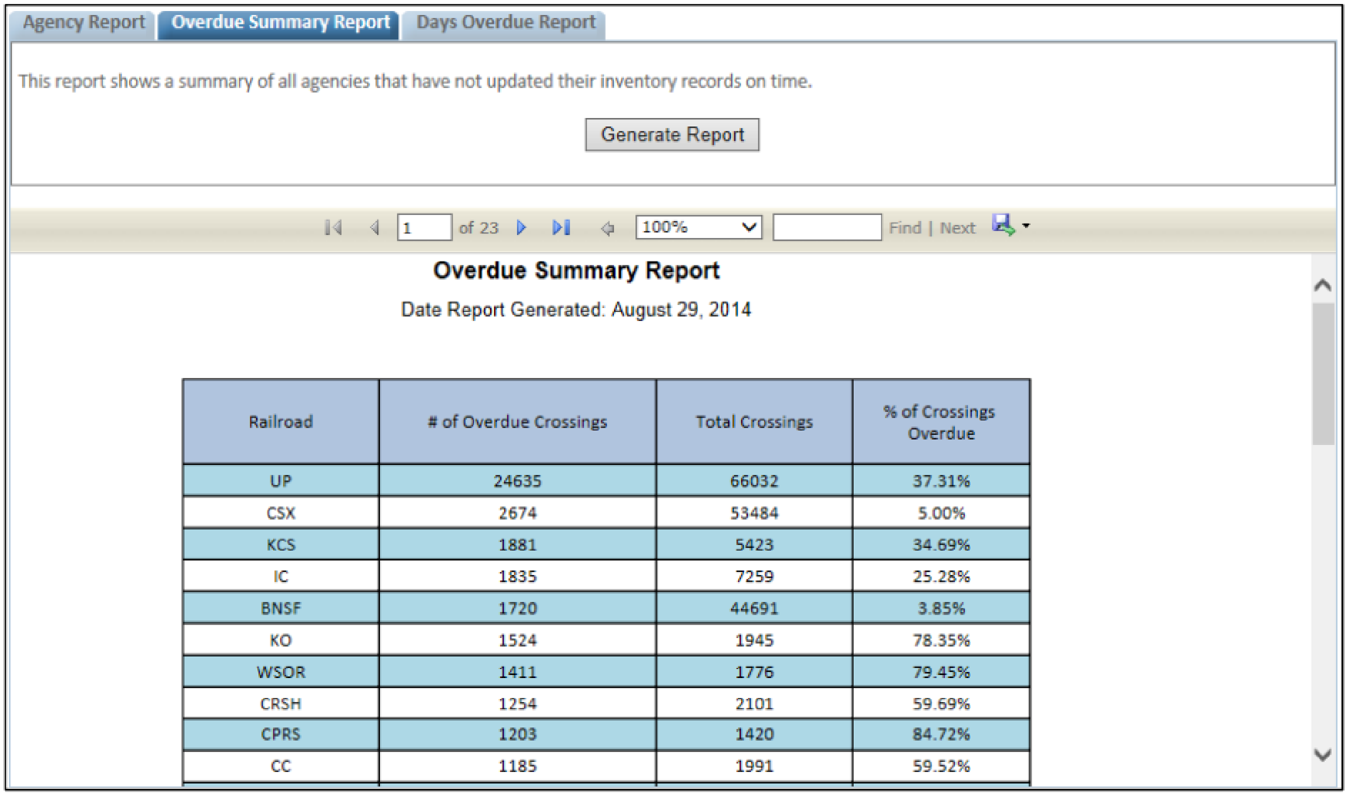


Crossing ID	Agency	Revision Date	Record Status	Reason For Update	Crossing Type	Crossing Purpose	Crossing Position
226349A	CSX	01/01/2014	Published	Closed	Public	Highway	RR Over
147264E	CSX	01/01/2014	Published	Closed	Public	Highway	At Grade
146545K	CSX	01/01/2014	Published	Closed	Public	Highway	At Grade
146094J	CSX	01/01/2014	Published	Closed	Private	Highway	RR Under
146088F	CSX	01/01/2014	Published	Closed	Private	Highway	At Grade
146008K	CSX	01/01/2014	Published	Closed	Public	Highway	RR Over
144651L	CSX	01/01/2014	Published	Closed	Private	Highway	At Grade
234492F	CSX	01/01/2014	Published	Closed	Private	Highway	At Grade
234283X	CSX	01/01/2014	Published	Closed	Private	Highway	At Grade
232395P	CSX	01/01/2014	Published	Closed	Public	Highway	At Grade
855228M	CSX	01/01/2014	Published	Closed	Private	Highway	At Grade

Figure 80 - Agency Report Generated

Overdue Summary Report

1. Click on the Overdue Summary Report tab.
2. Press the Generate button.
3. When the report is ready for viewing, it will be displayed below the Generate button (Figure 81).



Railroad	# of Overdue Crossings	Total Crossings	% of Crossings Overdue
UP	24635	66032	37.31%
CSX	2674	53484	5.00%
KCS	1881	5423	34.69%
IC	1835	7259	25.28%
BNSF	1720	44691	3.85%
KO	1524	1945	78.35%
WSOR	1411	1776	79.45%
CRSH	1254	2101	59.69%
CPRS	1203	1420	84.72%
CC	1185	1991	59.52%

Figure 81 - Overdue Summary Report

Days Overdue Report

1. Click on the **Days Overdue Report** tab.
2. You can generate the report to return the results for a specific agency by completing the **Agency Type** and **Agency** field.
   Note: *This is optional.*
3. Press the **Generate** button.
4. When the report is ready for viewing, it will be displayed below the Generate button (Figure 82).

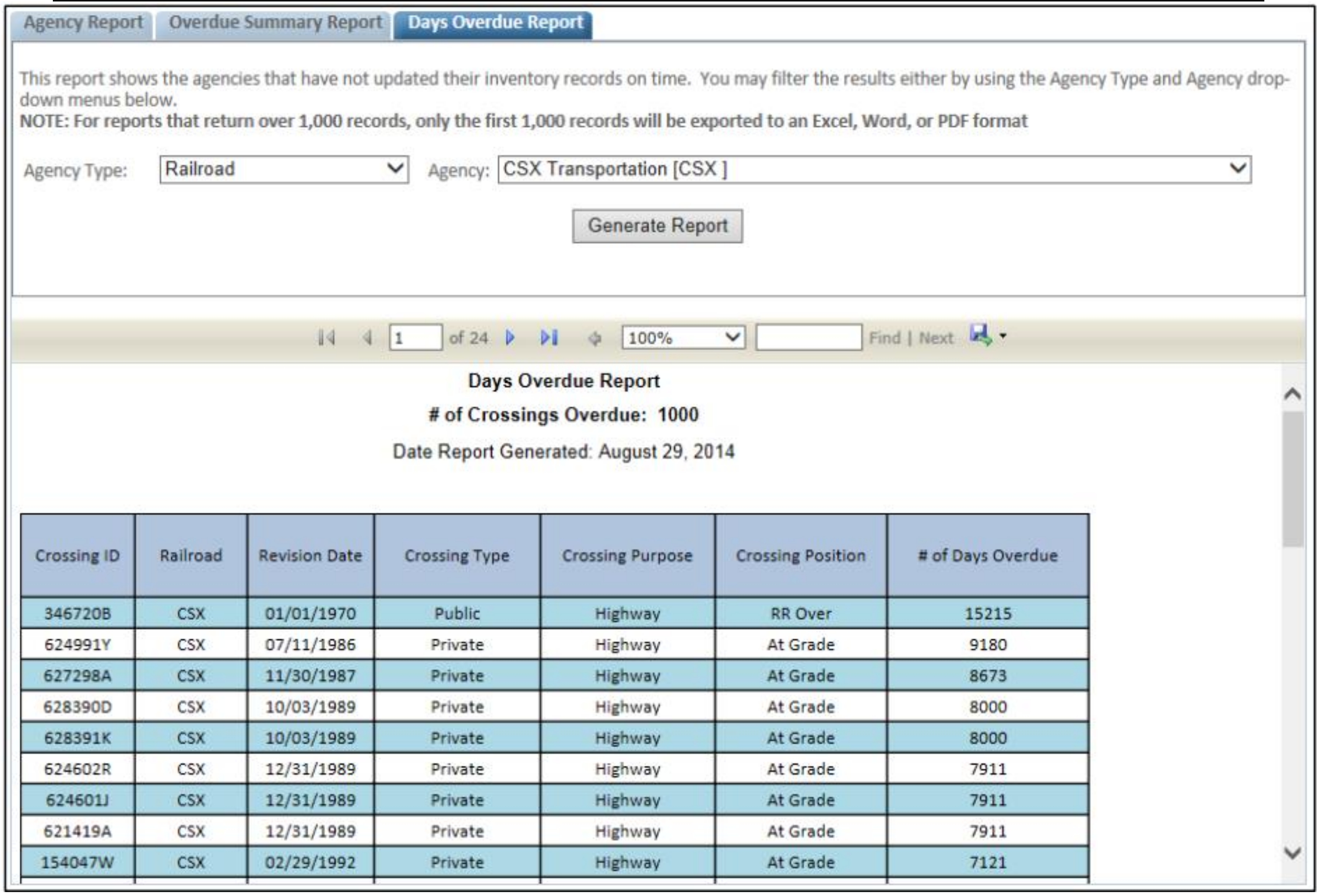
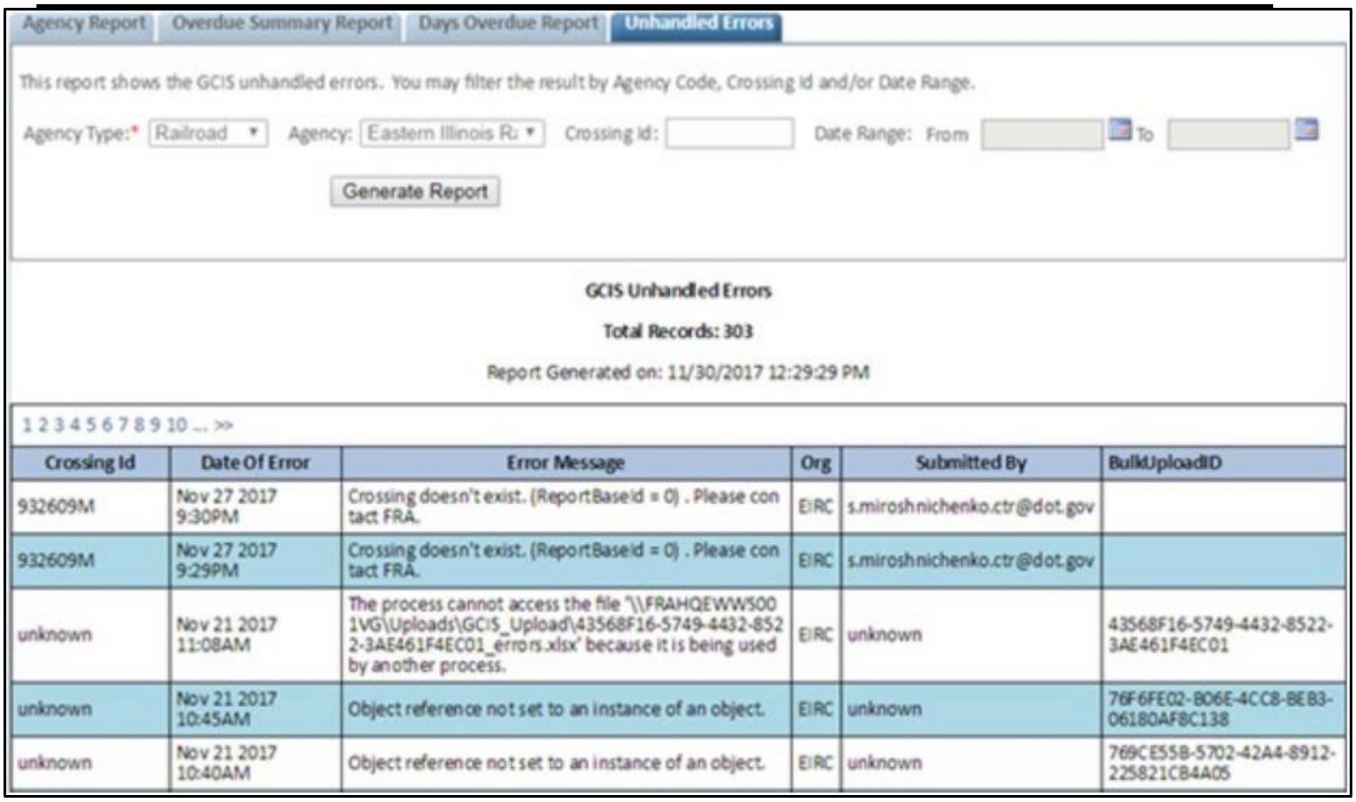


Figure 82 - Days Overdue Report

Unhandled Errors Report

1. Click on the **Unhandled Errors** tab.
2. You can generate the report to return the results for a specific agency by completing the Agency Type and Agency fields.
   Note: *This is optional.*
3. Press the **Generate Report** button.
4. When the report is ready for viewing it will be displayed below the Generate Report button (Figure 83).



Crossing Id	Date Of Error	Error Message	Org	Submitted By	BulkUploadID
932609M	Nov 27 2017 9:30PM	Crossing doesn't exist. (ReportBaseId = 0) . Please con tact FRA.	EIRC	s.miroshnichenko.ctr@dot.gov	
932609M	Nov 27 2017 9:29PM	Crossing doesn't exist. (ReportBaseId = 0) . Please con tact FRA.	EIRC	s.miroshnichenko.ctr@dot.gov	
unknown	Nov 21 2017 11:08AM	The process cannot access the file '\\FRAHQEWWS001VG\Uploads\GCIS_Upload\43568F16-5749-4432-8522-3AE461F4EC01_errors.xlsx' because it is being used by another process.	EIRC	unknown	43568F16-5749-4432-8522-3AE461F4EC01
unknown	Nov 21 2017 10:45AM	Object reference not set to an instance of an object.	EIRC	unknown	76F6FE02-B06E-4CC8-BEB3-06180AF8C138
unknown	Nov 21 2017 10:40AM	Object reference not set to an instance of an object.	EIRC	unknown	769CE558-5702-42A4-8912-225821CB4A05

Figure 83 - Unhandled Errors Report