

What's happening and why?

A release has been deployed to GCIS Production. This release contains bug fixes, new features, and enhancements to GCIS.

When is it happening?

The release was deployed to production on Friday, August 2, 2024.

Will this affect you?

Yes, this release will impact how you interact with GCIS. Several identified bugs have been resolved and you will encounter enhanced current features and a couple of brand new features.

What will you notice?

The next time you login to GCIS, you will notice several bug resolutions, enhancements to current features, and a brand new feature. Each is noted in detail below.

Part 1 - New Features

Share and View Primary Users Contact Information - Overview

The new feature that is part of this release is the ability of GCIS Primary Users to share their Contact Information and view the Contact Information of other GCIS Primary Users. Before we look at the details for this new feature, below is some background information.

1. The ability to view GCIS Primary Users Contact Information is limited to **only** Primary Users. Secondary Users do not have the permissions to view Primary Users Contact Information
2. **ALL** GCIS Primary are defaulted to share their Contact Information
 - a. As a current GCIS Primary User, your User Profile has been updated upon deployment of this release to share your Contact Information
 - b. New Registrations for GCIS Primary Users will default to share their Contact Information when their Registration is complete

3. GCIS Primary Users will have the ability to modify their preference for sharing their Contact Information with other GCIS Primary Users. The process for doing so is detailed below

View Primary Users Contact Information - New Primary User

1. When a new GCIS User is completing the User Account Registration Form and have gotten to the question “User Request Type:”, they are presented with a question mark icon
2. Users can click on the question mark icon to receive additional guidance on the “User Request Type”, including when to register as a Primary User and when to register as a Secondary User
3. Additional text has been added to the Info-Tip specific to the sharing of Contact Information for new GCIS Primary Users
 - a. New GCIS Primary Users will have their Contact Information shared as the default setting
 - b. New GCIS Primary Users may opt-out by modifying their User Profile

The screenshot shows the 'User Account Registration' form. The 'User Request Type' field is highlighted with a red box and a red question mark icon. An info-tip box is open, providing guidance on registering as a Primary or Secondary user. The form includes fields for First Name, Last Name, Phone Number, Email Address (Username), Security Question, Security Answer, Agency Type, Agency, and a reCAPTCHA 'I'm not a robot' checkbox. The info-tip text is as follows:

Register as a Primary User if:

- o You are responsible for reporting crossing data for your Agency
- o You are the primary point of contact between your Agency and FRA
- o You are responsible for maintaining your Agency's GCIS account

Note: Registering as a primary user, your contact information will be shared with other primary users. You may opt out at any time by modifying your User Profile.

Register as a Secondary User if:

- o You have been given responsibility for reporting crossing data for your Agency

Figure 1 - New Primary User - Info-Tip

4. Additional details on how GCIS Primary Users update their User Profile are below.

View Primary Users Contact Information - Current Primary User

1. **ALL** GCIS Primary are defaulted to share their Contact Information. As a current GCIS Primary User, your User Profile has been updated upon deployment of this release to share your Contact Information
2. GCIS Primary Users will have the ability to modify their preference for sharing their Contact Information with other GCIS Primary Users. The process for doing so is detailed below

View Primary Users Contact Information - Edit Setting

1. As a GCIS Primary User you can update your preference for sharing your Contact Information
2. The setting to update your preference to share your Contact Information with other Primary Users is located on your User Profile tab
3. To update your preference to share your Contact Information with other Primary Users:
 - a. Login to GCIS
 - b. Click the User Management Tab



Figure 2 - User Management Tab

- c. Click the User Profile Tab

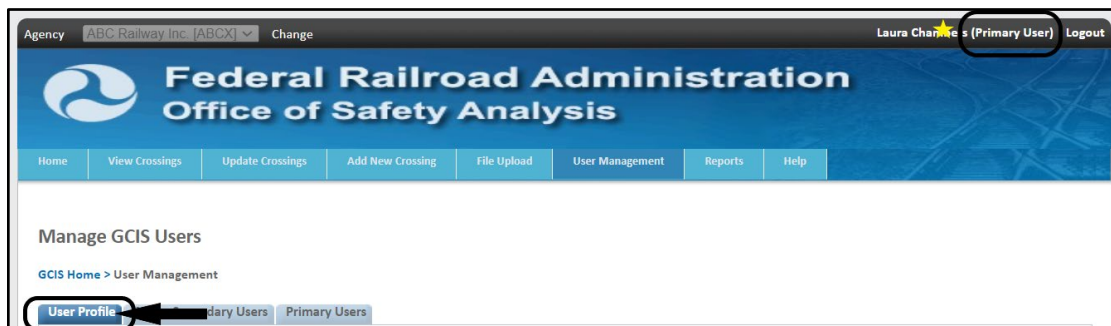


Figure 3 - User Profile Tab

- d. Make sure you are on the "Manage My Profile" Section
- e. Click the checkbox for "Share Contact Info?" to update your preference
 - i. Checkmark = YES, please share my Contact Information
 - ii. Empty box = NO, please do not share my Contact Information

- f. Click “Update My Profile”
- g. Click “Ok” on the Confirmation Pop-Up

Figure 4 - Update Contact Info Preference

4. A few things to keep in mind regarding sharing Contact Information preferences –
 - a. When you select to **not** share your Contact Information, other GCIS Primary Users **will not** be able to view your information, **HOWEVER**, you will still be able to view other GCIS Primary Users Contact Information
 - b. The checkbox to set the Contact Information preference is only available for GCIS Primary Users
 - c. GCIS Secondary Users **will not** see the “Share Contact Info?” checkbox on their “Manage My Profile” Section

View Primary Users Contact Information - Grid

View Primary Users Contact Information – Navigate to the Grid

1. The Primary Users Tab will be visible to only GCIS Primary Users, GCIS Admin Users, FRA Admin Users, and Data Tech Analyst Users
 - a. GCIS Secondary Users **will not** see the “Share Contact Info?” checkbox on their “Manage My Profile” Section

2. As a GCIS Primary User, you will be able to view all Primary Users who have not opted-out of sharing their Contact Information by:
 - a. Logging to GCIS
 - b. Clicking the User Management Tab
 - c. Clicking the Primary Users Tab

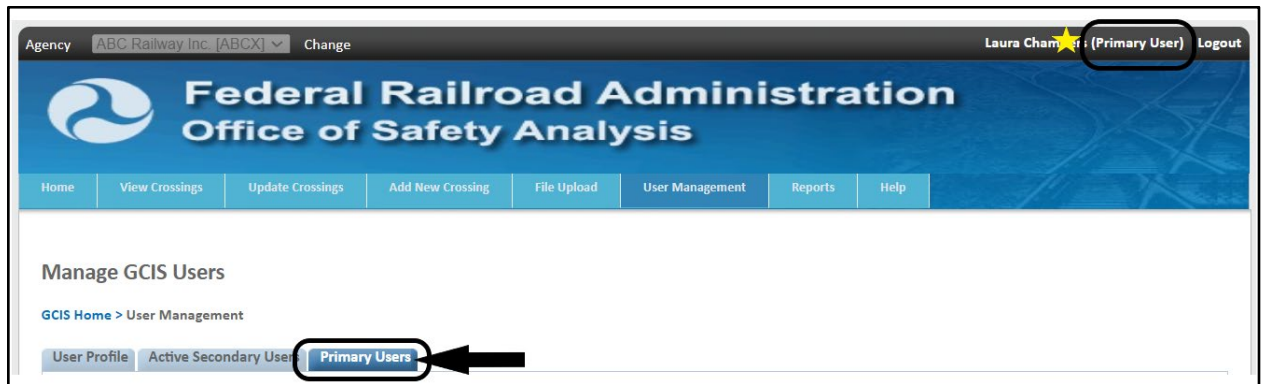


Figure 5 - Primary Users Info Tab

3. Once you have navigated to the Primary Users Tab, you will see the 3 search options and the Primary Users Grid.

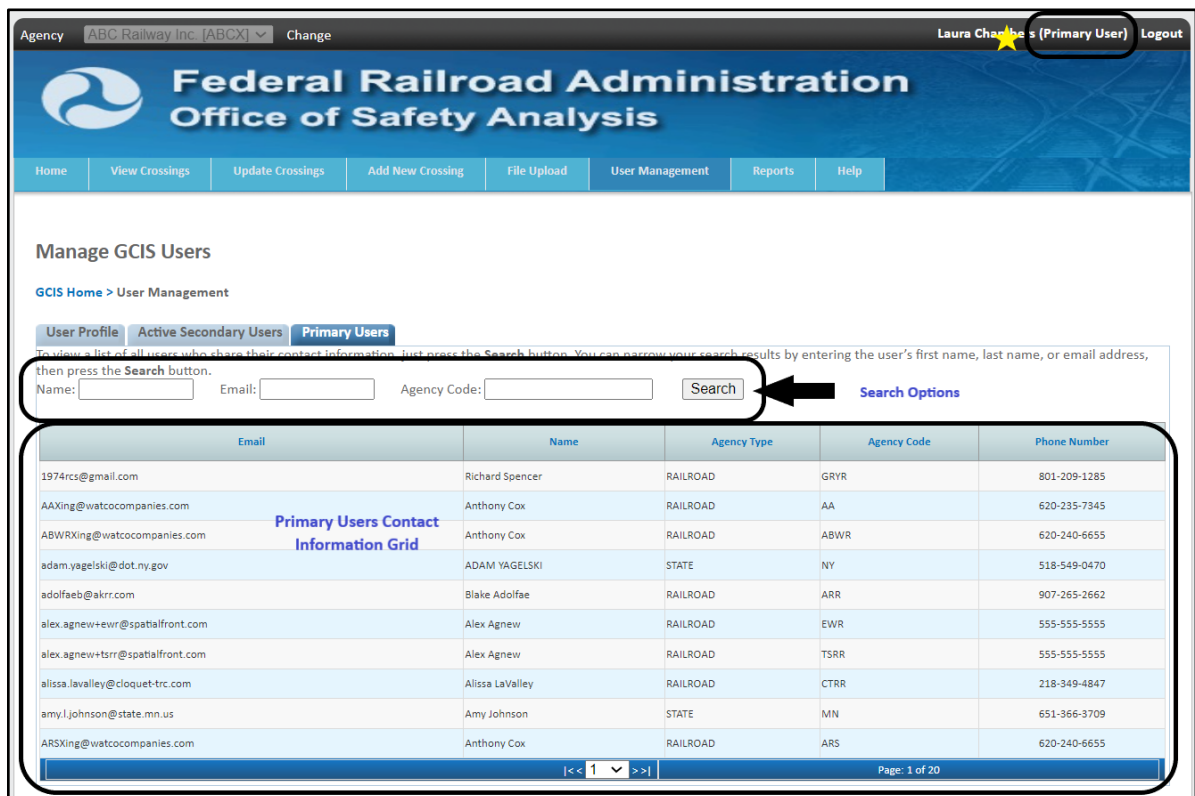


Figure 6 - Primary Users Info

View Primary Users Contact Information – Grid View

1. On the Primary Users Grid you will be presented with the Contact Information for Primary Users that have not opted-out of sharing their Contact Information. The Contact Information that will be shared consists of:
 - a. Email Address
 - b. Name
 - c. Agency Type
 - d. Agency Code
 - e. Phone Number

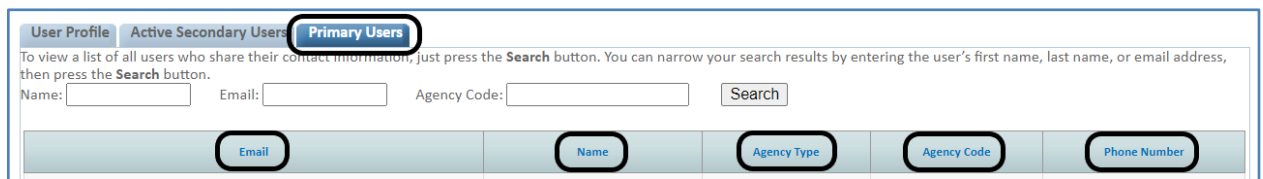


Figure 7 - Primary Users Grid Columns

2. You can navigate around the Primary Users Contact Information Grid in several ways. You can:
 - a. Sort each column in Ascending and Descending order
 - b. Navigate to the Next Page or Previous Page by buttons
 - c. Navigate to the Last Page or the First Page by buttons
 - d. Select from a drop-down and 'jump' to a specific page

View Primary Users Contact Information – Search

1. You can search for a Primary User if you know a part of their contact information:
 - a. Name
 - b. Email address
 - c. Agency Code
2. The minimum number of letters needed for a search is **3**
3. To use the search functionality:
 - a. Click in the search area needed
 - b. Enter **at least** 3 letters
 - c. Click "Search"

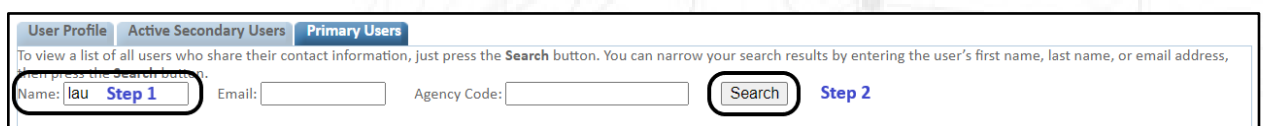


Figure 8 - Primary Users Info - Search

4. Each search method uses 'wildcard' searching allowing you to enter a few letters and return results that match those letters in some way. For example:
 - a. You are unsure if the individual you are looking for has their profile as "Laura", "Lauren", "Laurie", or some other variation
 - b. Enter the letters "lau" in the "Name" search
 - c. Click Search
 - d. Results appear for several options, and you can select the "Laur..." you need to contact

The screenshot shows the 'Manage GCIS Users' page. The 'Primary Users' tab is selected. The search criteria are: Name: 'lau', Email: (empty), Agency Code: (empty). The search button is highlighted. Below the search bar, a table lists the results:

Email	Name	Agency Type	Agency Code	Phone Number
laura.chambers_@federalrailroad.gov	LAURA	RAILROAD	ABCK	847-209-4011
lluscher_@federalrailroad.gov	LAURE	RAILROAD	TMBL	253-502-8897
trmv_@federalrailroad.gov	LAUR	RAILROAD	TRMW	253-502-8897

Figure 9 - Primary Users Search - Wildcard

5. If you know part of a Primary Contact's name and part of their email address, you can use both search areas together while also taking advantage of the wildcard searching. For example:
 - a. You are unsure if the individual you are looking for has their profile as "Laura", "Lauren", "Laurie", or some other variation **AND**
 - b. You remember their email address had "spa" in the text
 - c. Enter the letters "lau" in the "Name" search
 - d. Enter the letters "spa" in the "Email" search
 - e. Click Search
 - f. Results appear narrowed even further to the specific individual you are needing to contact

Agency: ABC Railway Inc. [ABCX] Change Laura Chambers (Primary User) Logout

Federal Railroad Administration
Office of Safety Analysis

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

Manage GCIS Users

GCIS Home > User Management

User Profile Active Secondary Users **Primary Users**

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

Name: Email: Agency Code:

Email	Name	Agency Type	Agency Code	Phone Number
laura.chambers@spatialfront.com	Laura Chambers	RAILROAD	ABCX	847-209-4011

Version - 3.3.0.62 | View Privacy Policy | Contact Us

Figure 10 - Primary Users Search - 2 Criteria

Part 2 - Current Features Enhancements

Reason for Update - Update Email Notifications

1. You will receive fewer Update Email Notifications. You will receive an Update Email Notification only when a New Crossing is added or if the "Reason for Update" selected is:
 - a. Closed
 - b. No Train Traffic
 - c. Re-Open

Figure 11 - Update Email Reasons

State Users - Notes in Fields 31A-D and 32B - Private Crossings

1. As a GCIS **State** User, you will be able to add and save notes for Private Crossings in your **own** state for the fields below (at the bottom of the page in GCIS):
 - a. Part I – 31.A. State Use – Comments
 - b. Part I – 31.B. State Use – Comments
 - c. Part I – 31.C. State Use – Comments
 - d. Part I – 31.D. State Use – Comments
 - e. Part I – 32.B. State Use – Comments

Figure 12 - State Users - Private Crossing - Comments

2. Initial comments and edits will be accepted and saved whether the input method is through:
 - a. Web Portal Submission OR
 - b. File Upload Submission OR
 - c. API Submission
3. All other field rules, validations, and conditions you are familiar with continue to apply

Part 3 - Bug Fixes

1. Electronic submissions of new or updated for the Train Type of “Shared Use Transit” will be successfully saved upon submission
2. GCIS State and FRA Users will be able view Unhandled Errors for 2022 Reports
3. New Crossings being added by Delegated Agencies and Users will see the Delegated User’s Organization as the “Primary Operating Railroad” for the new Crossing
4. GCIS State Users will see edits made to Field 32.B have been successfully saved
5. GCIS Admin Users, GCIS FRA Admin Users, and GCIS Data Tech Analyst Users will be the only GICS Users that are able to view and access the Admin Tools Tab upon logging in

What do I need to do?

You will not need to take any action. All GCIS users will be able to continue to interact with the application as normal.

Who do I contact for any questions?

For any questions regarding the release or if you experience any application errors, please email the RSIS Help Desk at RsisHelpdesk@dot.gov.

Full Work Item List:

If you have access to Azure DevOps, you can view the following list of work items attached to this release:

O&M - GCIS

Work Item #	Title	Application	Date Deployed to Prod
Bug 7315	I.21 Type of Train saving Shared Transit incorrectly	GCIS	8/2/2024
User Story 7322	GCIS - Private Crossings - State Notes in 31A-D and 32B	GCIS	8/2/2024
Bug 7356	O&M - GCIS - Unhandled Errors Not Displaying All Data	GCIS	8/2/2024
Bug 7360	O&M - GCIS - Cameron Ginther - Assistance with TCBR New Crossing Additions	GCIS	8/2/2024
Bug 7361	GCIS Issue with Field 32.B - DOT 935917D	GCIS	8/2/2024
Bug 7934	GCIS Admin Tools - Primary Operating Railroad (POR)	GCIS	8/2/2024
User Story 12001	O&M - GCIS - Reason for Update - Update Email Notifications	GCIS	8/2/2024
User Story 12002	O&M - GCIS UI/UX - Railroad Primary User Registration - Update Infotip	GCIS	8/2/2024
User Story 12998	O&M - GCIS - Share Primary User Contact Information - Edit Share Information	GCIS	8/2/2024
User Story 12999	O&M - GCIS - Share Primary User Contact Information - View Primary Users Contact Information	GCIS	8/2/2024
User Story 13066	O&M - GCIS - Railroad Primary User Registration - Share Contact Information	GCIS	8/2/2024

For any application errors while using the application, please email the RSIS Help Desk at RsisHelpdesk@dot.gov. You may also contact by phone toll-free at (888) 372-9393.

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