



FRA Web User Guide
Grade Crossing Inventory System
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Office of Railroad Safety

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Revision Summary

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Section 1. Before You Begin

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

GCIS v2.0 Is a Role-Based System

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

GCIS Employs Several Navigation Options

Top Navigation Tabs

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

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

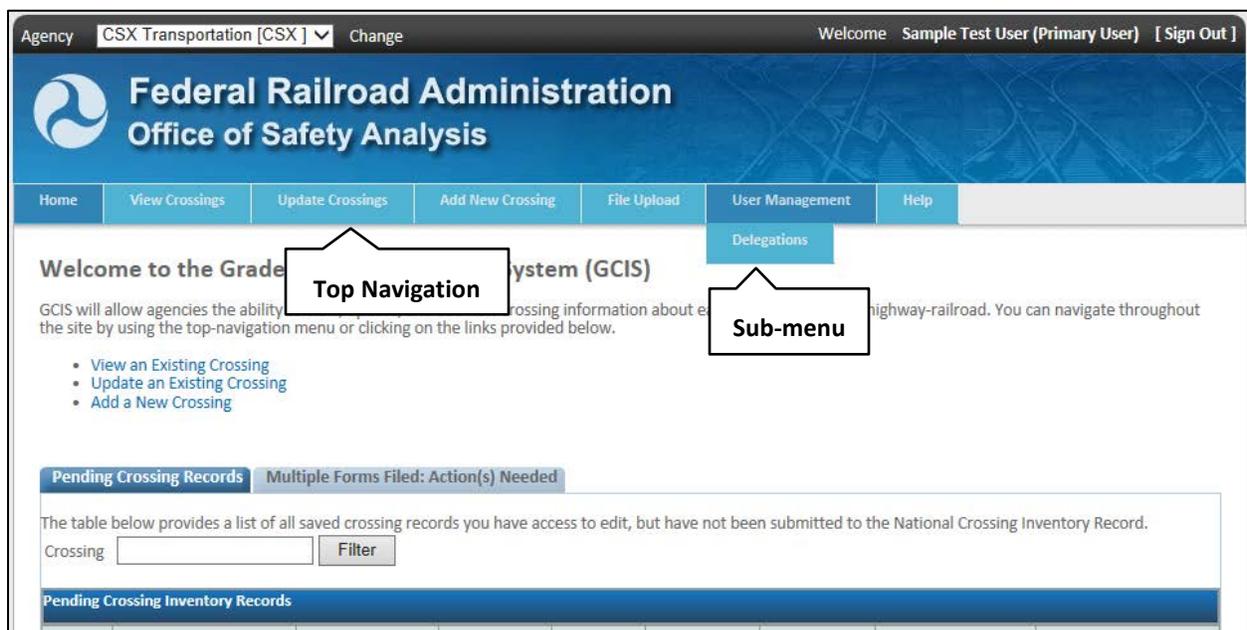


Figure 1. GCIS v2.0 Top Navigation Tabs

Hyperlinks

Links in GCIS v2.0 are blue in color and, when clicked, open the item named in the link. For

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example, in the figure shown below, you can see that all links on the home page are displayed in blue, indicating that these are hyperlinks.

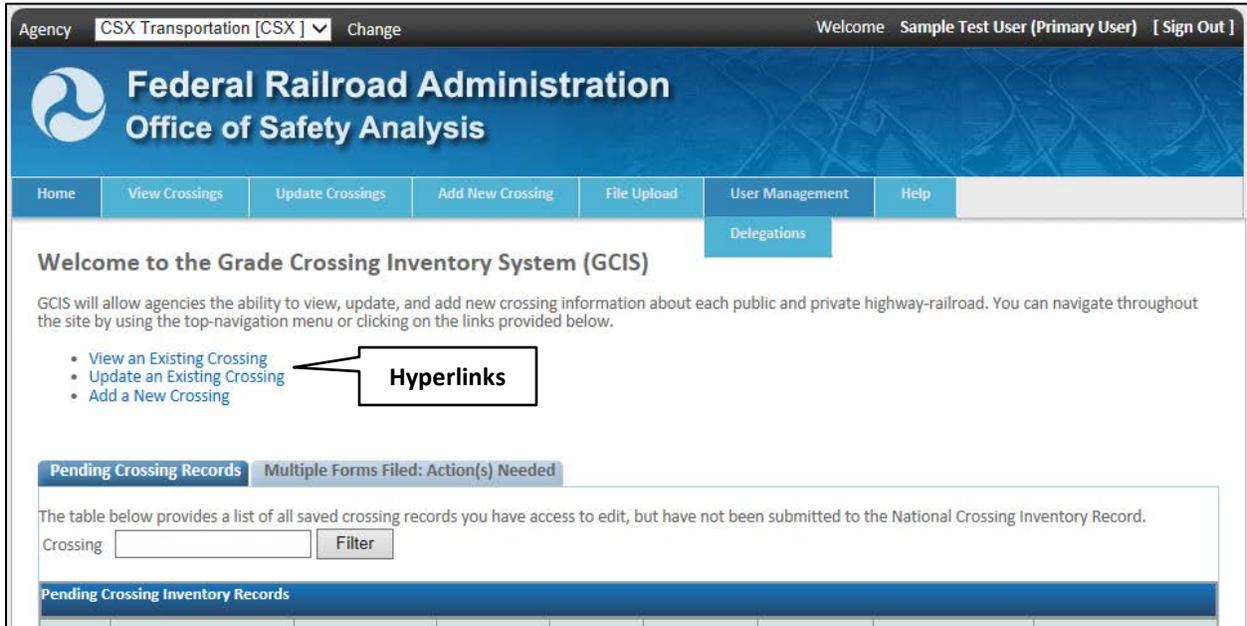


Figure 2. GCIS v2.0 Links

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

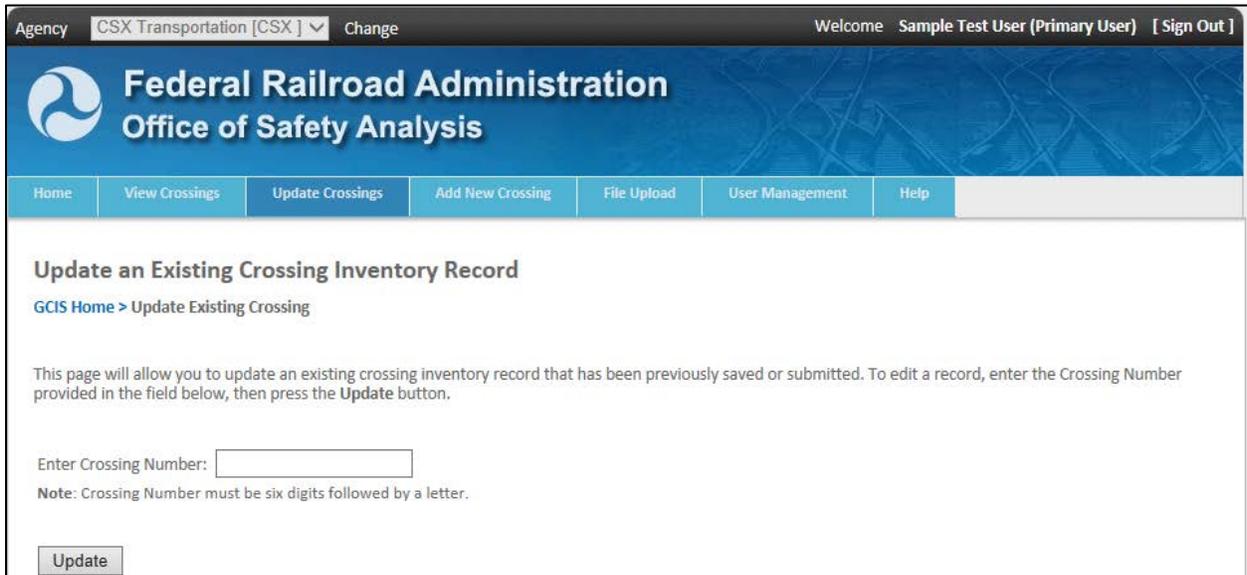


Figure 3. Update an Existing Crossing Page

Breadcrumbs

The breadcrumb trail is a navigation aid allowing you to keep track of your locations within the application. It is displayed below the page title header text and provides links back to each

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previous page, separated by a greater-than sign (>).

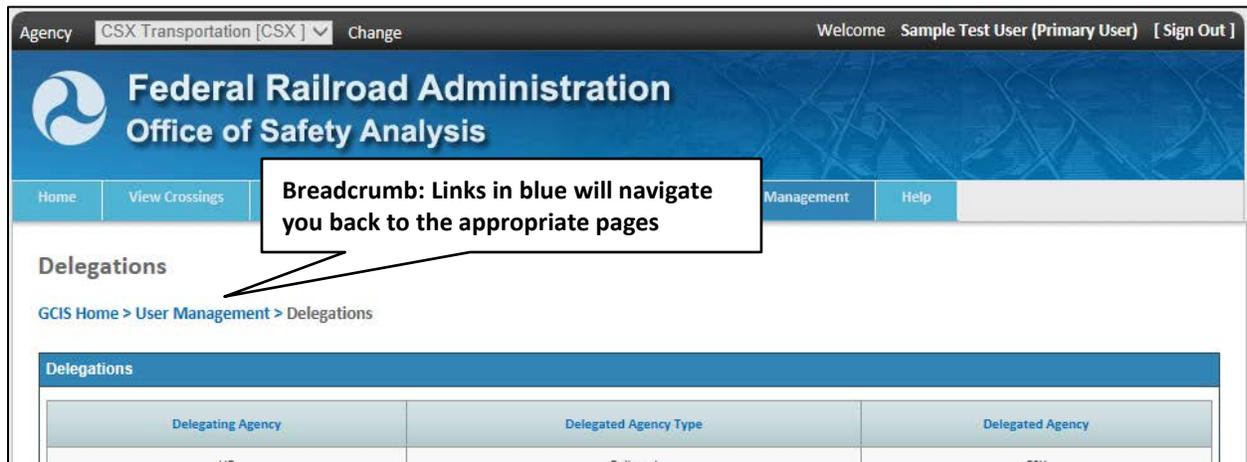


Figure 4. Breadcrumb Navigation Trail

Page Numbers

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

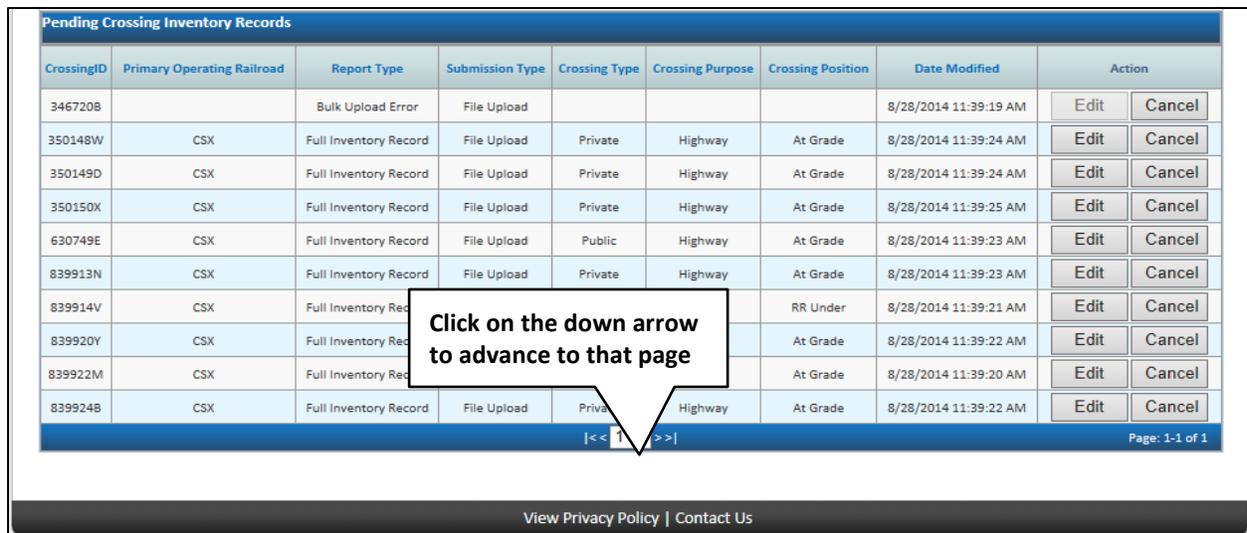


Figure 5. Advance Using Page Numbers

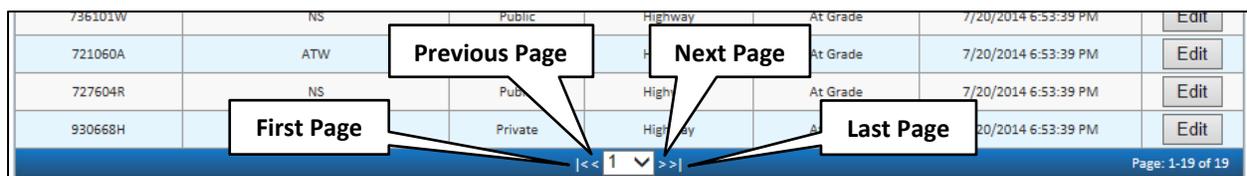


Figure 6. Advance Using Page Arrows

GCIS Web Session Management

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

The screenshot displays the GCIS web application interface. At the top, there is a header for the Federal Railroad Administration Office of Safety Analysis, with a user welcome message for 'CSX Test User (Primary User)' and a 'Sign Out' link. A navigation menu includes 'Home', 'View Crossings', 'Update Crossings', 'Add New Crossing', 'File Upload', 'User Management', and 'Help'. The main content area is titled 'Welcome to the Grade Crossing Inventory System (GCIS)' and provides instructions on how to navigate the site. A notification window is overlaid on the page, stating: 'Your session is about to expire. To continue with the same session, click on the Extend button. Otherwise, click on the End Session button.' Below the notification, there are two buttons: 'Extend' and 'End Session'. The page also shows a section for 'Pending Crossing Records' with a sub-header 'Multiple Forms Filed: Action(s) Needed'. A table below this section lists pending crossing inventory records with columns for CrossingID, Primary Operating Railroad, Report Type, Submission Type, Crossing Type, Crossing Purpose, Crossing Position, Date Modified, and Action. The table contains two rows of data.

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

Figure 7. Session Timeout Notification Window

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

GCIS Home Page

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

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

Federal Railroad Administration Office of Safety Analysis

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

Welcome to the Grade Crossing Inventory System (GCIS)

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

- View an Existing Crossing
- Update an Existing Crossing
- Add a New Crossing

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

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

| CrossingID | Primary Operating Railroad | Report Type | Submission Type | Crossing Type | Crossing Purpose | Crossing Position | Date Modified | Action |
|------------|----------------------------|-----------------------|-----------------|---------------|------------------|-------------------|-----------------------|-------------|
| 346720B | | Bulk Upload Error | File Upload | | | | 8/28/2014 11:39:19 AM | Edit Cancel |
| 350148W | CSX | Full Inventory Record | File Upload | Private | Highway | At Grade | 8/28/2014 11:39:24 AM | Edit Cancel |
| 839914V | CSX | Full Inventory Record | File Upload | Public | Highway | RR Under | 8/28/2014 11:39:21 AM | Edit Cancel |
| 839920Y | CSX | Full Inventory Record | File Upload | Private | Highway | At Grade | 8/28/2014 11:39:22 AM | Edit Cancel |
| 839922M | CSX | Full Inventory Record | File Upload | Private | Highway | At Grade | 8/28/2014 11:39:20 AM | Edit Cancel |
| 839924B | CSX | Full Inventory Record | File Upload | Private | Highway | At Grade | 8/28/2014 11:39:22 AM | Edit Cancel |

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View Privacy Policy | Contact Us

Figure 8. GCIS v2.0 Home Page

Site Header

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

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

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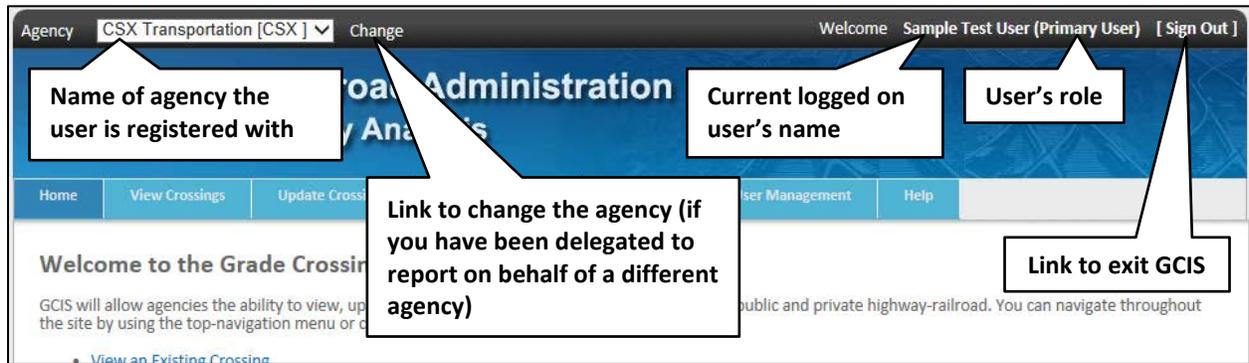


Figure 9. GCIS v2.0 Site Header

Site Footer

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



Figure 10. Site Footer

Quick Links

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

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The screenshot shows the top navigation bar with the following items: Home, View Crossings, Update Crossings, Add New Crossing, File Upload, User Management, and Help. Below the navigation bar is a blue header with the Federal Railroad Administration logo and the text "Office of Safety Analysis". The main content area is titled "Welcome to the Grade Crossing Inventory System (GCIS)" and includes a "Quick Links" callout box pointing to a list of links: "View an Existing Crossing", "Update an Existing Crossing", and "Add a New Crossing".

Figure 11. Home Page Quick Links

Pending Crossing Records Tab

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

The screenshot shows the "Pending Crossing Records" tab selected in the top navigation bar. Below the navigation bar is a blue header with the text "Welcome to the Grade Crossing Inventory System (GCIS)". The main content area is titled "Pending Crossing Records" and includes a "Multiple Forms Filed: Action(s) Needed" status bar. Below this is a search field labeled "Crossing" with a "Filter" button. The table below is titled "Pending Crossing Inventory Records" and contains the following data:

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

Figure 12. Pending Crossing Records Tab

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

To update a record in this list, press the **Edit** button. Performing this action will redirect you to the online crossing inventory form in update mode. You can also remove a record that you no longer wish to keep a saved copy of. To cancel a record and remove it from the list, press

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the **Cancel** button. The system will display a message confirming the cancellation. Press the **Yes** button to **cancel** the button or **No** to exit and keep the record (Figure 13).

The screenshot shows the Federal Railroad Administration Office of Safety Analysis web application. The user is logged in as 'Sample Test User (Primary User)'. The navigation menu includes 'Home', 'View Crossings', 'Update Crossings', 'Add New Crossing', 'File Upload', 'User Management', and 'Help'. The main content area displays a 'Welcome to the Grade Crossing Inventory System (GCIS)' message and a list of actions: 'View an Existing Crossing', 'Update an Existing Crossing', and 'Add a New Crossing'. A confirmation dialog box is open, asking 'Are you sure you want to cancel this pending crossing record for Crossing Number '346720B'? This action cannot be undone.' with 'Yes' and 'No' buttons. Below the dialog, there is a 'Pending Crossing Records' section with a 'Multiple Forms Filed: Action(s) Needed' tab. A table lists pending records, with one record for CrossingID '346720B' showing a 'Bulk Upload Error' and 'File Upload' submission type. The table has columns for CrossingID, Primary Operating Railroad, Report Type, Submission Type, Crossing Type, Crossing Purpose, Crossing Position, Date Modified, and Action. The Action column for this record contains 'Edit' and 'Cancel' buttons.

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

Figure 13. Cancelling a Pending Record

Multiple Forms Filed: Action(s) Needed Tab

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

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

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

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The screenshot shows the GCIS web application interface. At the top is a navigation menu with tabs: Home, View Crossings, Update Crossings, Add New Crossing, File Upload, User Management, and Help. Below the menu is a welcome message: "Welcome to the Grade Crossing Inventory System (GCIS)". A callout box points to a tab labeled "Multiple Forms Filed: Action(s) Needed". Below the callout is a table with columns: Crossing Number, Primary Operating Railroad, Crossing Type, Crossing Purpose, Crossing Position, Date Modified, and Action. The table contains six rows of data, each with an "Edit" button in the Action column.

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

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

Section 2. GCIS Pages

Online Grade Crossing Inventory Form

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

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

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

- **Calendar:** a calendar icon , upon clicking, will display a calendar in a popup that allows you to navigate to a specific month or year quickly, and selecting a date, which will then display in the proper format into the text field provided
- **Radio button:** a small circle that has given text displayed next to it, typically to its right, allows you to select only one value
- **Checkbox:** allows you to toggle an option on or off and select multiple values within its group

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- **Drop-down list:** usually displayed with a down arrow, allows you to select a single item from a predefined list of options
- **Open Text Field:** allows you to enter any text value
Note: Some text fields will limit you to entering only numeric values, alpha characters, or a specific number of characters

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

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

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The screenshot shows the 'Online Grade Crossing Inventory' form for a crossing with ID 626889A. The form is divided into several sections with callouts identifying specific UI features:

- Agency:** CSX Transportation [CSX] | Change
- User:** Welcome Sample Test User (Primary User) | [Sign Out]
- Navigation:** Home, Crossings, Update Crossings, Add New Crossing, File Upload, User Management
- Form Sections:** Part I, Part II, Part III, Parts IV and V
- Callouts and Features:**
 - Link allowing you to save a PDF copy of the crossing record:** Save a PDF Copy
 - DOT Crossing Inventory Number:** 626889A
 - Reporting Instructions:** Instructions for initial reporting of new or previously reported crossings.
 - Calendar control:** A. Revision Date (09/03/2014)
 - Disabled field control:** D. Crossing Inventory Number (626889A)
 - Drop-down list control:** 1. Primary Operating Railroad (CSX Transportation [CSX]), 2. State (Select One...), 4. City/Municipality (In/Near), 5. Street/Road Name & Block Number (Street/Road Name, Block Number), 7. Do Other Railroads Operate a Separate Track at Crossing?, 8. Do Other Railroads Operate Over Your Track at Crossing?, 11. Branch or Line Name, 12. RR Milepost (prefix, nnnn.nnn, suffix)
 - Open text field control:** 9. Railroad Division or Region, 10. Railroad Division or Region (if Yes)
 - Radio button controls:** 17. Crossing Type (Public/Private), 18. Crossing Purpose (Highway/Pathway, Ped./Station, Ped.)
 - Checkbox controls:** 19. Crossing Position (At Grade/RR Under/RR Over), 20. Public Access (If Private Crossing) (Yes/No), 21. Type of Train (Freight/Intercity Passenger/Commuter/Transit/Shared Use Transit/Tourist/Other)
 - Enabled field control:** 16. Crossing Owner (if applicable) (Count Per Day: Less Than One Per Day/Number per day)

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

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| | | | |
|--|---|--|--|
| 23. Type of Land Use <input type="radio"/> Open Space <input type="radio"/> Farm <input type="radio"/> Residential <input type="radio"/> Commercial <input type="radio"/> Industrial <input type="radio"/> Institutional <input type="radio"/> Recreational <input type="radio"/> RR Yard | | | |
| 24. Is there an Adjacent Crossing with a Separate Number? <input type="radio"/> Yes <input type="radio"/> No If Yes, Provide Crossing Number <input type="text"/> | | 25. Quiet Zone (FRA Provided) <input type="radio"/> No <input type="radio"/> 24 hr <input type="radio"/> Partial <input type="radio"/> Chicago Excused Date Established <input type="text"/> | |
| 26. HSR Corridor ID <input type="text"/> <input type="checkbox"/> N/A | 27. Latitude in decimal degrees (WGS84 std nn.nnnnnnn) <input type="text"/> | 28. Longitude in decimal degrees (WGS84 std -nnn.nnnnnnn) <input type="text"/> | 29. Lat/Long Source <input type="radio"/> Actual <input type="radio"/> 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. <input type="text"/> | | Contact (Telephone No.) <input type="text"/> | |

Save a PDF copy of the crossing record

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

Header Information

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

| | | | |
|---|---|---|--|
| A. Revision Date <input type="text" value="08/25/2014"/> | B. Reporting Agency <input checked="" type="radio"/> Railroad <input type="radio"/> State <input type="radio"/> Transit <input type="radio"/> FRA Internal | C. Reason for Update <input type="text" value="Date Change Only"/> | D. DOT Crossing Inventory Number <input type="text" value="626889A"/> |
|---|---|---|--|

Figure 17. Header Information

Part I: Location and Classification Information

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

Federal Railroad Administration Highway-Rail Crossing Division

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

Figure 18. Part I: Location and Classification Information

Part II. Railroad Information

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

Federal Railroad Administration Highway-Rail Crossing Division

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

Figure 19. Part II: Railroad Information

Part III: Highway or Pathway Traffic Control Device Information

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

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

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

Federal Railroad Administration Highway-Rail Crossing Division

Part IV: Physical Characteristics

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

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

Figure 21. Part IV: Physical Characteristics

Part V: Public Highway Information

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

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

Figure 22. Part V: Public Highway Characteristics

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

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

Federal Railroad Administration Highway-Rail Crossing Division

The screenshot shows the 'Online Grade Crossing Inventory Form' for the 'Railroad Data Only' section. The page header includes the agency 'CSX Transportation [CSX]' and a user 'Sample Test User (Primary User)'. The main title is 'Federal Railroad Administration Highway-Rail Crossing Division'. The breadcrumb trail is 'Home > View Crossings > Update Crossings > Add New Crossing > File Upload > User Management > Online Grade Crossing Inventory Form'. The current page is 'New Crossing > Grade Crossing Inventory Form'. A 'Crossing ID = 509642A' is displayed in blue text. The form contains several sections and controls:

- Reporting Instructions:** A large text block providing instructions for reporting different types of crossings.
- Header Section:**
 - A. Revision Date: 09/03/2014
 - B. Reporting Agency: Radio buttons for Railroad (selected), State, Transit, and FRA Internal.
 - C. Reason for Update: A drop-down list control.
 - D. DOT Crossing Inventory Number: 509642A
- Part I: Railroad Information:**
 - 1. Primary Operating Railroad: A drop-down list control.
 - 11. Branch Line Name: An open text field control with a 'None' radio button.
 - 12. RR Milepost: A form with a prefix field, a main field with a 'nnnn.nnn' pattern, and a suffix field.
 - 22. Average Pa...: Radio buttons for 'Less than 0' and 'Number per...'. One is a disabled field control.
- Part II: Railroad Information:**
 - 1. Estimated Number of Trains: A section with several sub-fields:
 - 1.A. Total Day (6 AM to 6 PM): A text field.
 - 1.B. Total Daily Trains: A text field.
 - 1.C. Total Switching Trains: A text field.
 - 1.D. Less Than One Day: A checkbox control.
 - 1.E. How many trains per week?: A text field.
 - 2. Year of Train Count Data (YYYY): A text field.
 - Train at Crossing: A text field.
 - Timetable Speed (mph): A text field.
- Buttons:** 'Save' and 'Submit' buttons are located at the bottom of the form.
- PDF Links:** 'Save a PDF Copy' links are present at the top left and bottom left of the form.

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

View an Existing Crossing Inventory Record

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

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

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

Federal Railroad Administration Highway-Rail Crossing Division

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

Figure 24. View an Existing Crossing Inventory Record Page

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

Federal Railroad Administration Highway-Rail Crossing Division

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

Federal Railroad Administration
Office of Safety Analysis

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

View an Existing Crossing Inventory Record

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

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

Enter Crossing Number:

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

| Railroad | Record Type | Action |
|------------------------------|-----------------------|-----------------------------|
| Norfolk Southern Corp. [NS] | Full Inventory Record | View Record |
| CSX Transportation [CSX] | Railroad Data Only | View Record |

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

Figure 25. View an Existing Crossing Inventory Record

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

Federal Railroad Administration Highway-Rail Crossing Division

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

Federal Railroad Administration
Office of Safety Analysis

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

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

Save a PDF Copy **Save a PDF copy of the crossing record** Crossing ID = 536639N

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

| | | | |
|--------------------------------|---|--------------------------------------|---|
| A. Revision Date 08/25/2014 | B. Reporting Agency <input checked="" type="radio"/> Railroad <input type="radio"/> State <input type="radio"/> Transit <input type="radio"/> FRA Internal | C. Reason for Update New Crossing | D. DOT Crossing Inventory Number 536639N |
|--------------------------------|---|--------------------------------------|---|

Part I: Location and Classification Information

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

Part II: Railroad Information

| | | | | |
|--|---|----------------------------------|--|---|
| 1. Estimated Number of Daily Train Movements | | | | |
| 1.A. Total Day Thru Trains (6 AM to 6 PM) 2 | 1.B. Total Night Thru Trains (6 PM to 6 AM) 2 | 1.C. Total Switching Trains 1 | 1.D. Total Transit Trains 0 | 1.E. Check if Less Than One Movement Per Day How many trains per week? <input type="checkbox"/> |
| 2. Year of Trail 2014 | 3.B. Change Over Crossing (mph) From <input type="text"/> (mph) 150 to <input type="text"/> 100 | | View Another Crossing Record button Exit form button | |

View Another Crossing Inventory Record Exit

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

View Privacy Policy | Contact Us

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

Update an Existing Crossing Inventory Record

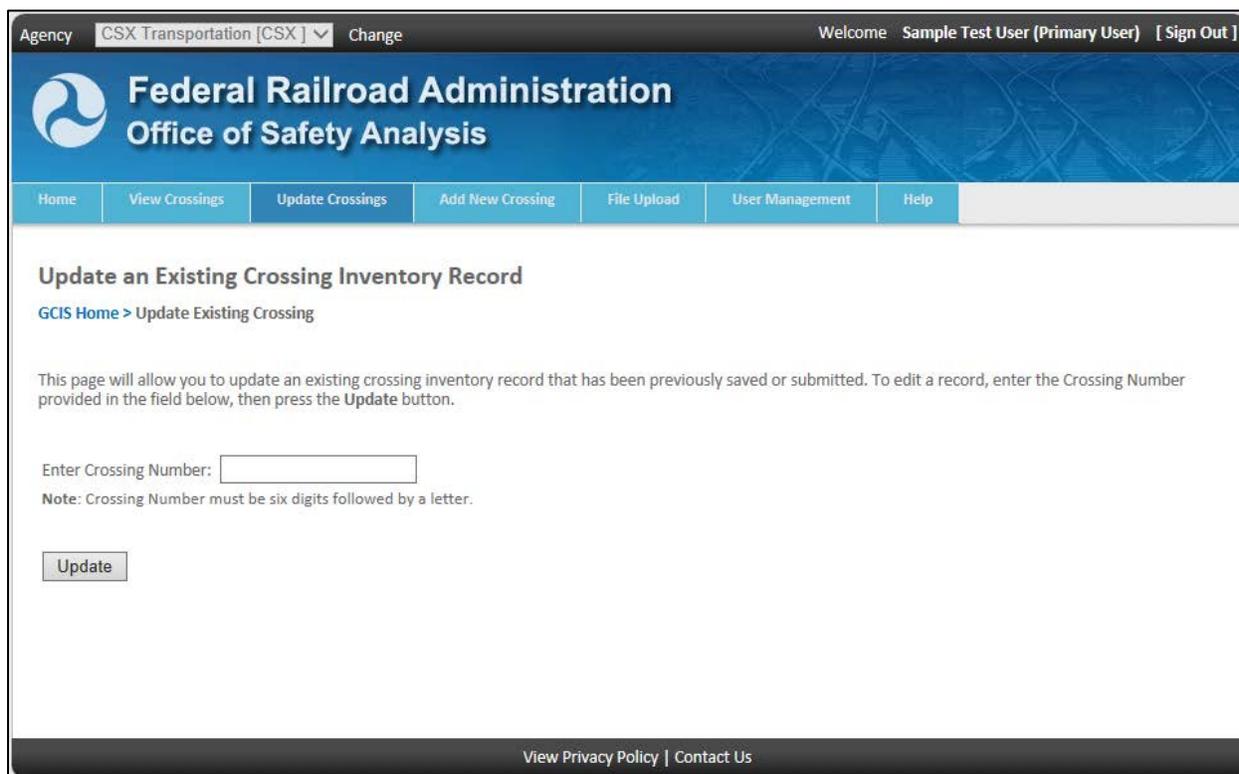
The **Update an Existing Crossing Inventory Record** page provides you with the ability to (1) update crossing records, whether they were previously saved, (2) update crossing records submitted through the File Upload interface but failed validation, (3) or update successfully submitted crossing records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

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

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

Federal Railroad Administration Highway-Rail Crossing Division

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



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

Figure 27. Update an Existing Crossing Inventory Record Page

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

Federal Railroad Administration Highway-Rail Crossing Division

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

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

Federal Railroad Administration Highway-Rail Crossing Division

Online Grade Crossing Inventory Form

GCIS Home > Update Existing Crossing > Grade Crossing

Save a PDF copy of the crossing record

Crossing ID = 626889A

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

Instructions for the initial reporting of the following types of new or previously unreported crossings: For public highway rail grade crossings, complete the entire inventory Form, with the exception of Part I Item 20 and Part III Item 2.K. For private highway rail grade crossings, complete the entire inventory Form, with the exception of Part I Item 20 and Part III Item 2.K., and the Submission Information section. For public pathway grade crossings (including pedestrian crossings), complete the entire inventory Form, with the exception of Part I Item 20 and Part III Item 2.K., and the Submission Information section. For Private pathway grade crossings, complete the entire inventory Form, with the exception of Part I Item 20 and Part III Item 2.K., and the Submission Information section. For grade-separated highway rail or pathway crossings (including pedestrian crossings), complete the entire inventory Form, with the exception of Part I Item 20 and Part III Item 2.K., and the Submission Information section. For changes to existing data, complete the Header, Part I Items 1 through 12, and the Submission Information section. An asterisk * denotes an optional field.

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

A. Revision Date: 09/03/2014

B. Reporting Agency: Railroad State Transit FRA Internal

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

D. DOCS Crossing Inventory Number: 626889A

1. Project Name: Defaults to current date

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

3. County: Select One.....

4. Crossing Location: In Near

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

6. Highway Type & No: *

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

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

9. Railroad Division or Region: None

10. Railroad Subdivision or District: None

11. Branch or Line Name: None

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

13. Line Segment * None

14. Nearest RR Timetable Station *

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 *

30.B. Railroad Use *

30.C. Railroad Use *

30.D. Railroad Use *

31.A. State Use *

31.B. State Use *

31.C. State Use *

31.D. State Use *

32. Narrative (State Use) *

33. Emergency Notification Telephone No. (Posted):

35. State Contact (Telephone No.):

Save a PDF copy of the crossing record

Save to update at a later time

Submit for validation

Save Submit

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

- At any point in time, you can save a copy of the record by pressing the **Save** button.

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Once saved, the crossing will be available in the **Pending Crossings Records** table on the home page. You may come back at a later time to update the record by pressing the **Edit** button.

6. When you are ready to submit the crossing record for error checking and validation processing, press the **Submit** button located at the bottom of the form.
 - a. If the record failed some validation rules, the system will display a message indicating that the record contains validation errors (Figure 29), and then you must press the **Ok** button to view a list of all errors. The errors will be displayed in a panel located above the form listing the field(s) that failed and a brief description of the error (Figure 30). You can submit the record multiple times until there are no longer any validation errors.

The screenshot shows a form with several fields. A blue message box is overlaid on the form, containing the text: "This record contains validation errors. Please correct the errors, and then press the Submit button." Below the message box is an "Ok" button. The form fields include: 24. Is there an Adjacent Crossing with a Separate Number? (Yes/No), 25. Quiet Zone (FRA Provided) (No/24 hr/Partial/Chicago Excused), 26. HSR Corridor ID, 27. Latitude in decimal degrees, 28. Longitude in decimal degrees, 29. Lat/Long Source (Actual/Estimated), 30.A. Railroad Use, 30.B. Railroad Use, and 31.B. State Use.

Figure 29. Message Indicating the Record Failed Validation

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

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

Below the error panel, there are instructions for the initial reporting of new or previously unreported crossings. At the bottom of the form, there are fields for: A. Revision Date (08/26/2014), B. Reporting Agency (Railroad, State, Transit, FRA Internal), C. Reason for Update (Change in Data), and D. DOT Crossing Inventory Number (626889A).

Figure 30. Panel Displaying Validation Errors

- b. If the record passed all validation checks, the system will display a confirmation message as shown in Figure 31. You can save a copy of the submitted crossing

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record in PDF format by pressing the **Save a PDF Copy** button, or exit the form and return to the home page by pressing the **Exit** button.

The screenshot shows a web form with several sections: 3.E. Total Count of Flashing Light Pairs (input: 9), 3.F. Installation Date of Current Active Warning Devices (checkbox: Not Required), 3.G. Wayside Horn (radio: No, installed on: MM/YYYY), 3.H. Highway Traffic Signals Controlling Crossing (radio: No), 3.I. Bells (count: 2), 3.J. Non-Train Active Warning (radio: Flagging/Flagman), 4.A. Does Nearby Hwy Intersection have Traffic Signals? (radio: Yes), 4.B. Hwy Traffic Signal Interconnection (checkbox: For Traffic Signals), 4.C. Highway Traffic Signal Preemption (radio: Simultaneous), 4.D. Highway Warning Device (radio: No, Storage Distance: , Stop Line Distance:), 6. Highway Monitoring Device (checkbox: None). A blue confirmation message box is overlaid in the center: "The crossing record has been successfully submitted to the GCIS database. Do you want to save a PDF copy?" with "Exit" and "Save a PDF Copy" buttons. "Save" and "Submit" buttons are at the bottom of the form.

Figure 31. Submission Successful Confirmation Message

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

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

The screenshot shows the same form as Figure 31, but with a "Save a PDF Copy" dialog box open. The dialog box has a PDF icon and the text "Save a PDF Copy". Below the dialog box, a browser status bar shows "Do you want to open or save 626889A_08262014.pdf (430 KB) from test.fra.dot.gov?". Three callout boxes provide instructions: "Click to open the PDF file" points to the "Open" button; "Press the down arrow and select Save as to save a copy in a location on your computer" points to the dropdown arrow next to the "Save" button; "Press to exit without saving the file" points to the "Cancel" button.

Figure 32. Open or Save the PDF Crossing Record

Add a New Crossing Inventory Record

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

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

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

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



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

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

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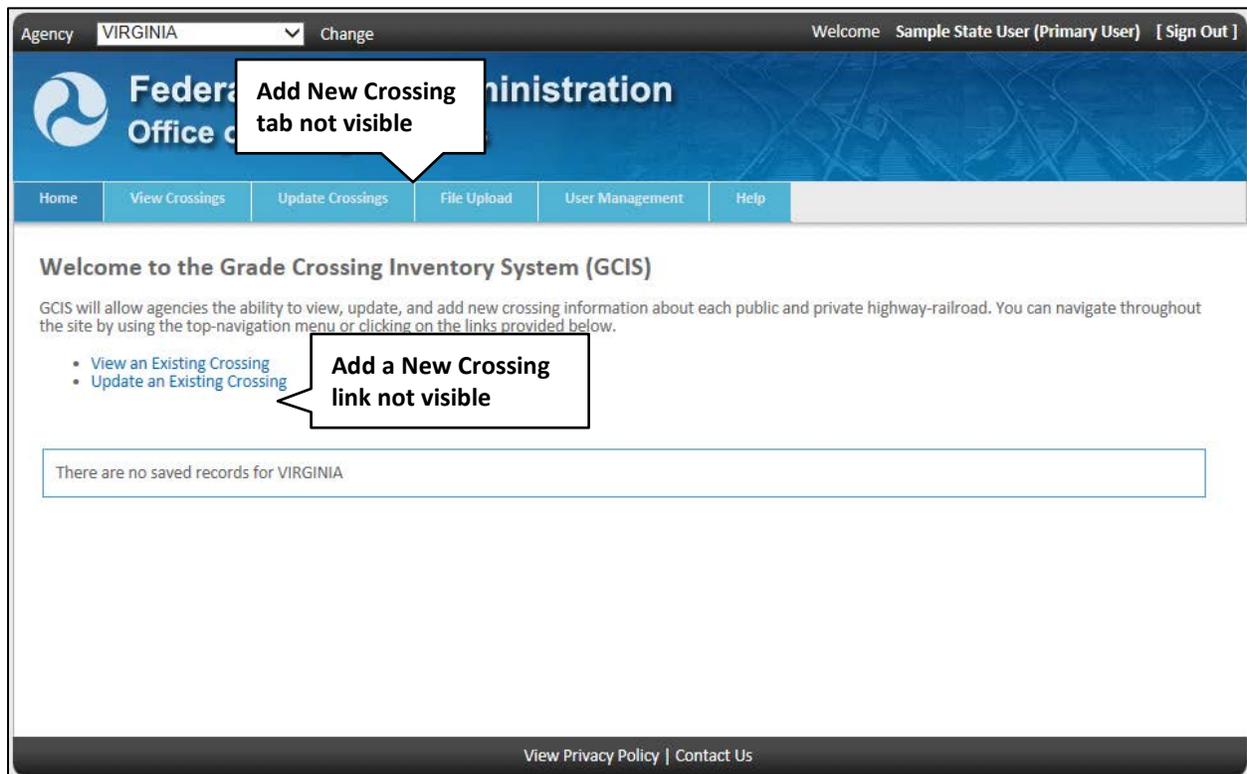


Figure 34. Add a New Crossing Inventory Record Page Not Visible for State Users

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

Note:

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

- c. D. DOT Crossing Inventory Number
 - d. I.1 Primary Operating Railroad
4. Complete the remaining fields (Part I – V) of the form.

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

File Upload

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

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

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

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Workflow

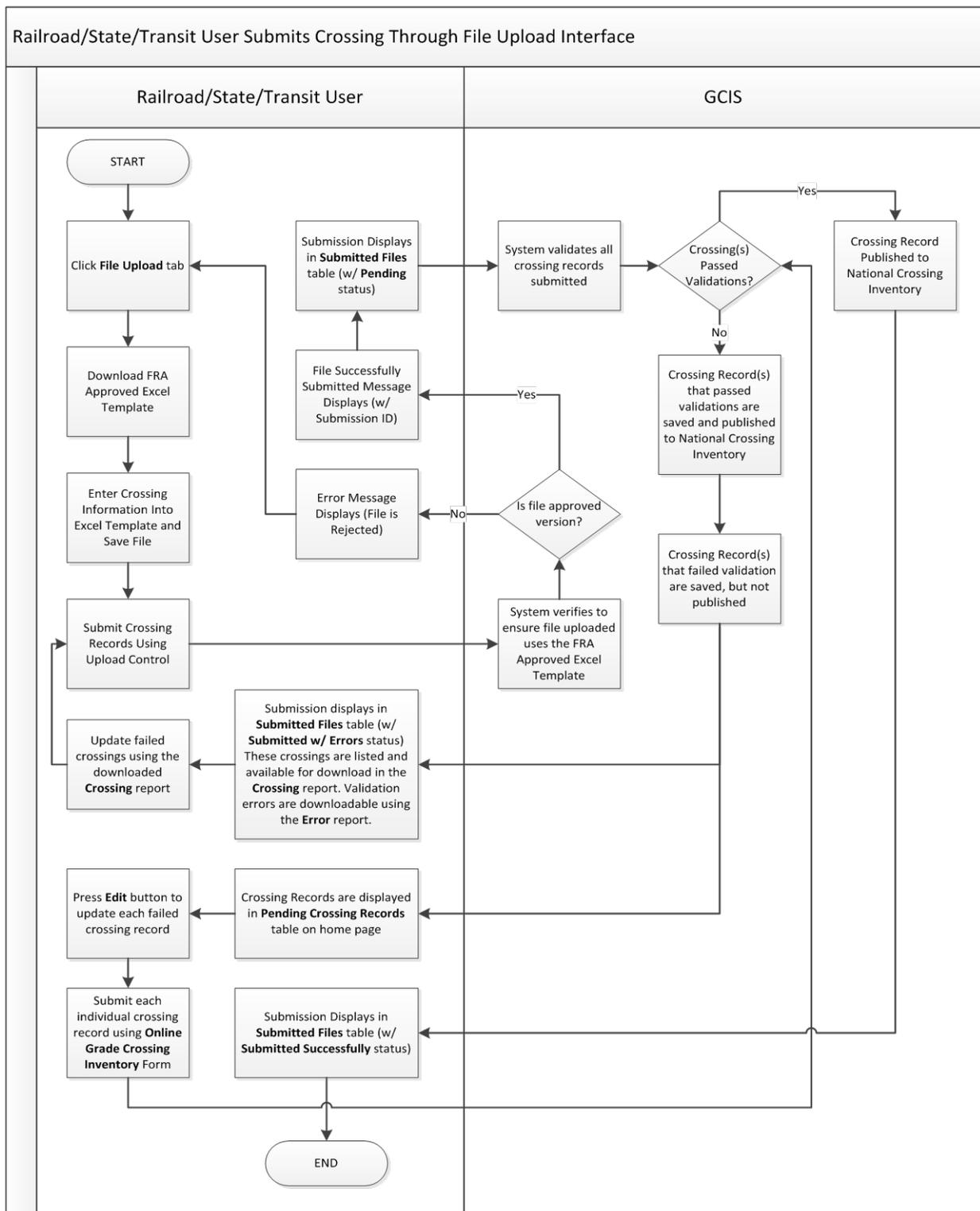


Figure 35. File Upload Workflow Process

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FRA Approved Excel File Template

Download the Excel File

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

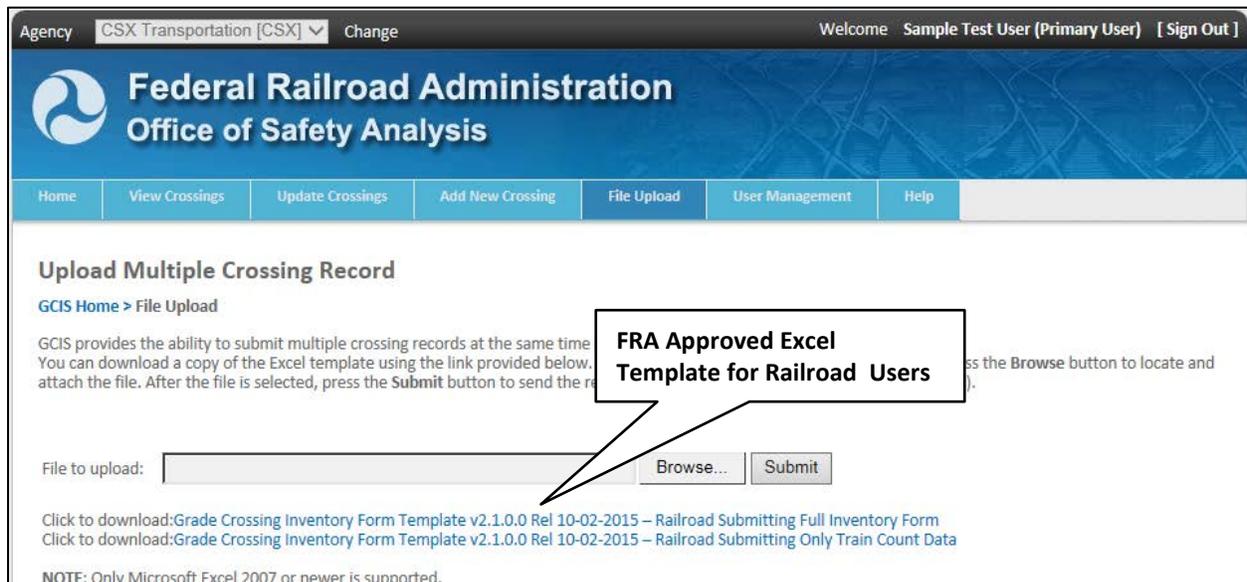


Figure 36. Upload Multiple Crossing Records Page (Railroad Users)



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

2. Next to the **Click to download** text, click on either links for the **Grade Crossing Inventory Form Template v2.1.0.0 Rel 10-02-2015 – Railroad Submitting Full Inventory Form** or **Grade Crossing Inventory Form Template v2.1.0.0 Rel 10-02-2015 – Railroad Submitting Only Train Count Data**. For State users, the **Grade Crossing**

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Inventory Form Template v2.1.0.0 Rel 10-02-2015 – State link will be displayed.

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

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

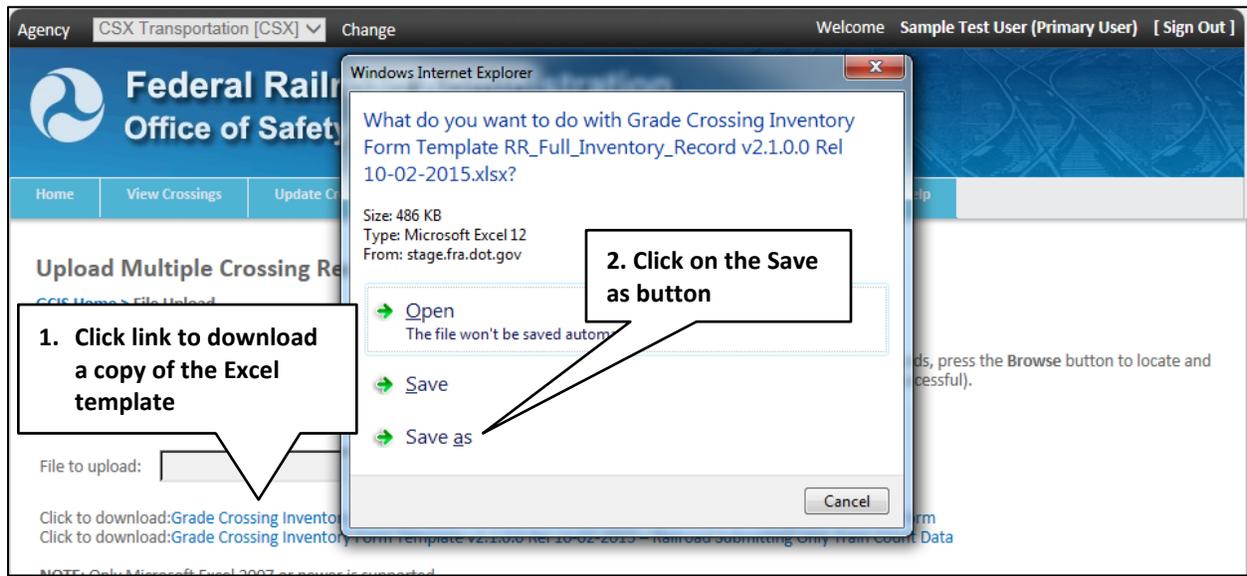


Figure 38. Download the FRA Approved Excel Template

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

Understanding the FRA Approved Excel File

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

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

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- different colors.
- The worksheet is labeled as U.S. DOT Crossing Inventory.
 - Rows 1 – 4 displays the section, field names and numbers.
 - 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**.
 - Some fields have validations enforced, therefore, you must correct the error prior to continuing. For example, I.2. State will require you to enter only 2 alpha characters, which is the abbreviation for the State where the crossing resides. Figure 35 depicts the error message displayed for this example.

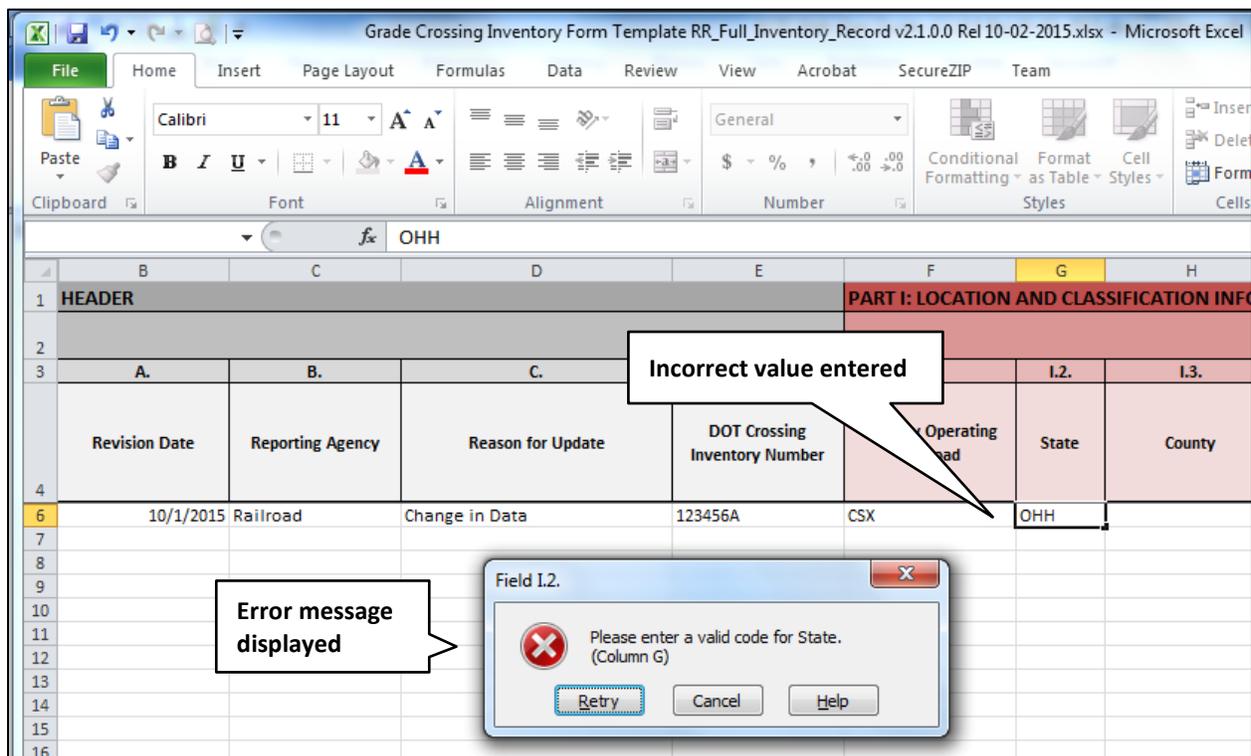


Figure 39. State Field Failed Validation Requirement

- Any fields marked with a black asterik (*) indicates that it is an optional field and does not require a value
 - 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.
- After the crossing information has been entered, when saving the file, it is recommended that you use the naming convention as listed in Table 1 below.

Table 1. File Upload Naming Convention

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

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

Upload and Submit Using the FRA Approved Excel File

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

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

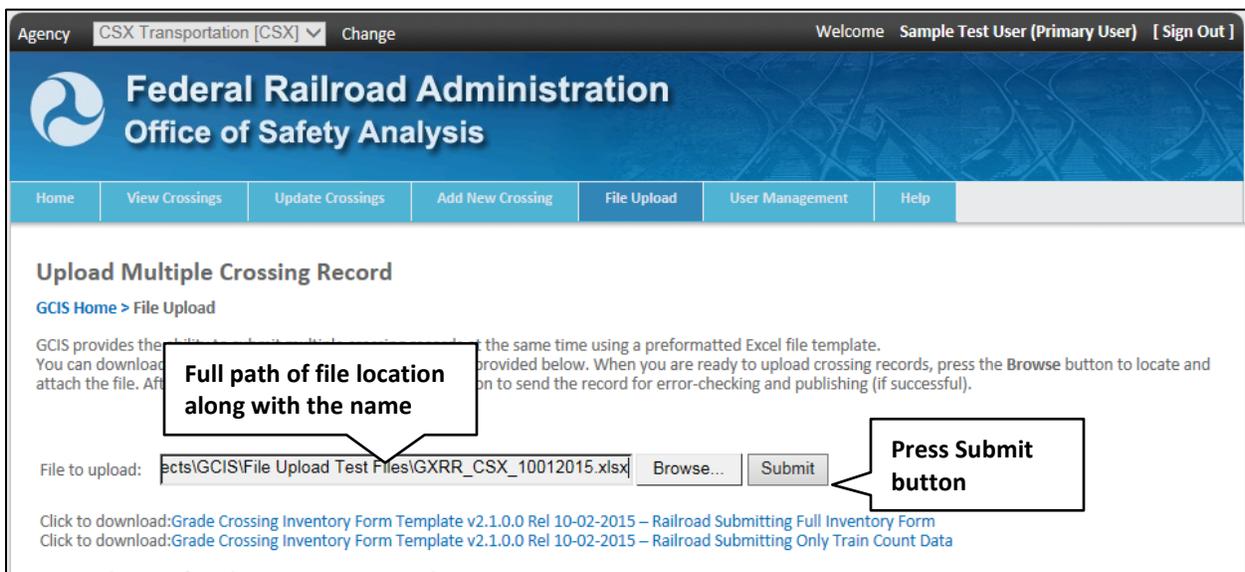


Figure 40. Choosing a File to Upload and Submit

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

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Figure 41. File Uploaded Successfully Confirmation Message

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

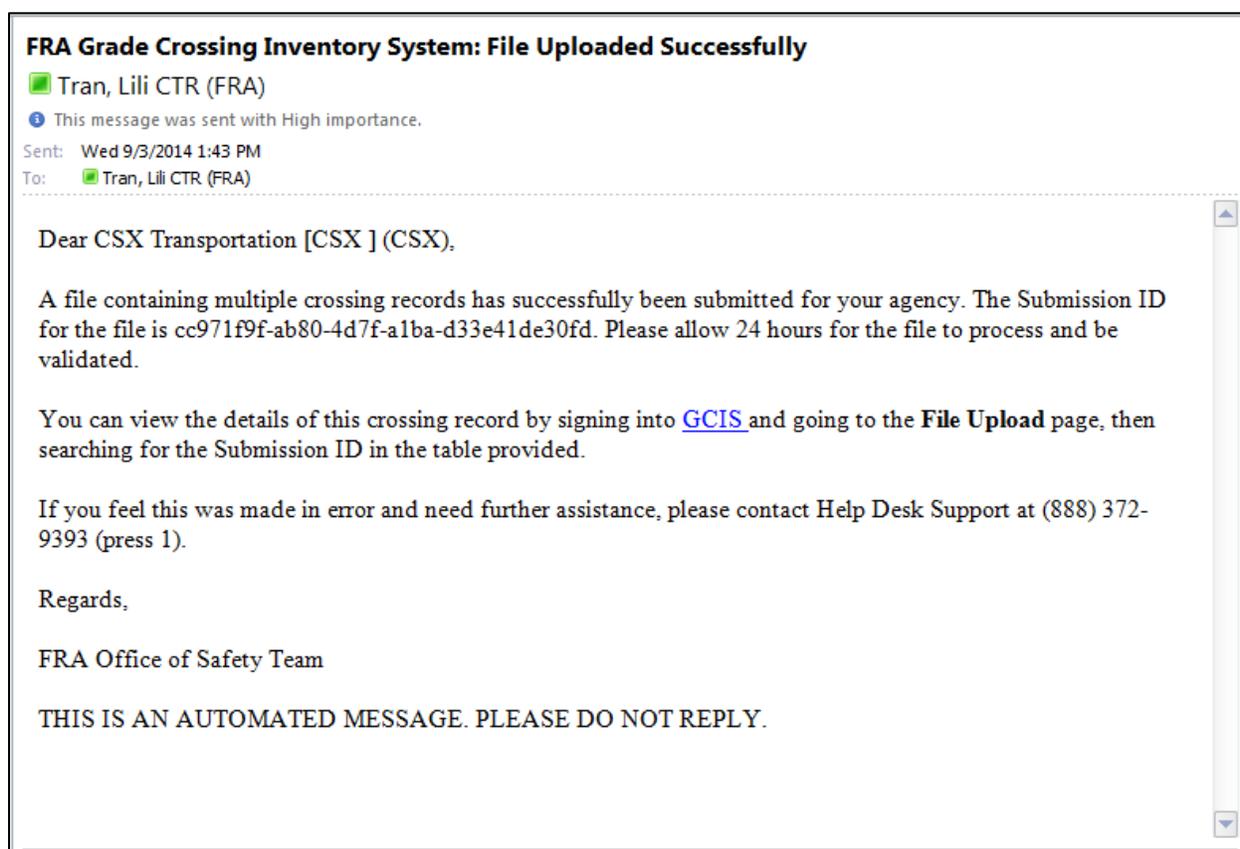


Figure 42. Sample File Upload Successful Email Notification

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

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

Download the Error Report

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

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

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

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

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

The screenshot shows the 'Upload Multiple Crossing Record' page in the GCIS system. It includes a 'File Upload' section with a 'File to upload:' field, 'Browse...' and 'Submit' buttons, and a 'NOTE' stating that only Microsoft Excel 2007 or newer is supported. Below this is a search section with a 'Submission ID:' field, a 'Status:' dropdown menu, and a 'Search' button. The 'Submitted Files' section contains a table with columns for File Name, Agency, Submission ID, Submission Date, Submitted By, Current Status, Errors, and Crossings. Two rows are visible: one for a pending submission and one for a submission with errors. A callout box points to the 'Errors' button in the second row. At the bottom of the page, a download prompt asks if the user wants to open or save a file named 'f609194e-e26f-47bd-9e33-f84a7803e5b1_errorReport_Codes.csv'. A callout box points to the down arrow on the 'Save' button in this prompt.

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

Figure 43. IE Browser User Prompting to Download the File

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

Download the Crossing Report

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

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

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

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

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

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

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

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

User Management

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

Understanding the Manage GCIS Users Page

This section provides a description on how to read, navigate, and understand the User Management page (Figures 44 and 45).

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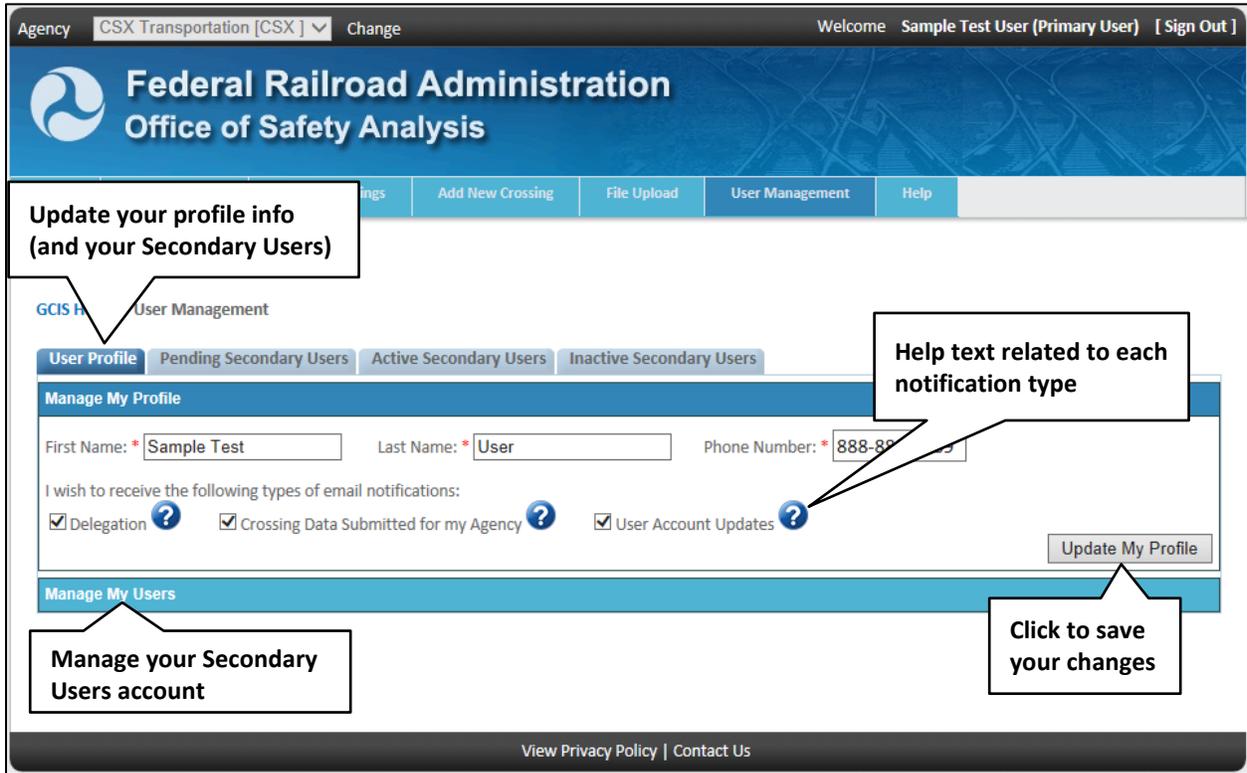


Figure 44. User Management Home Page (View for Primary Users)

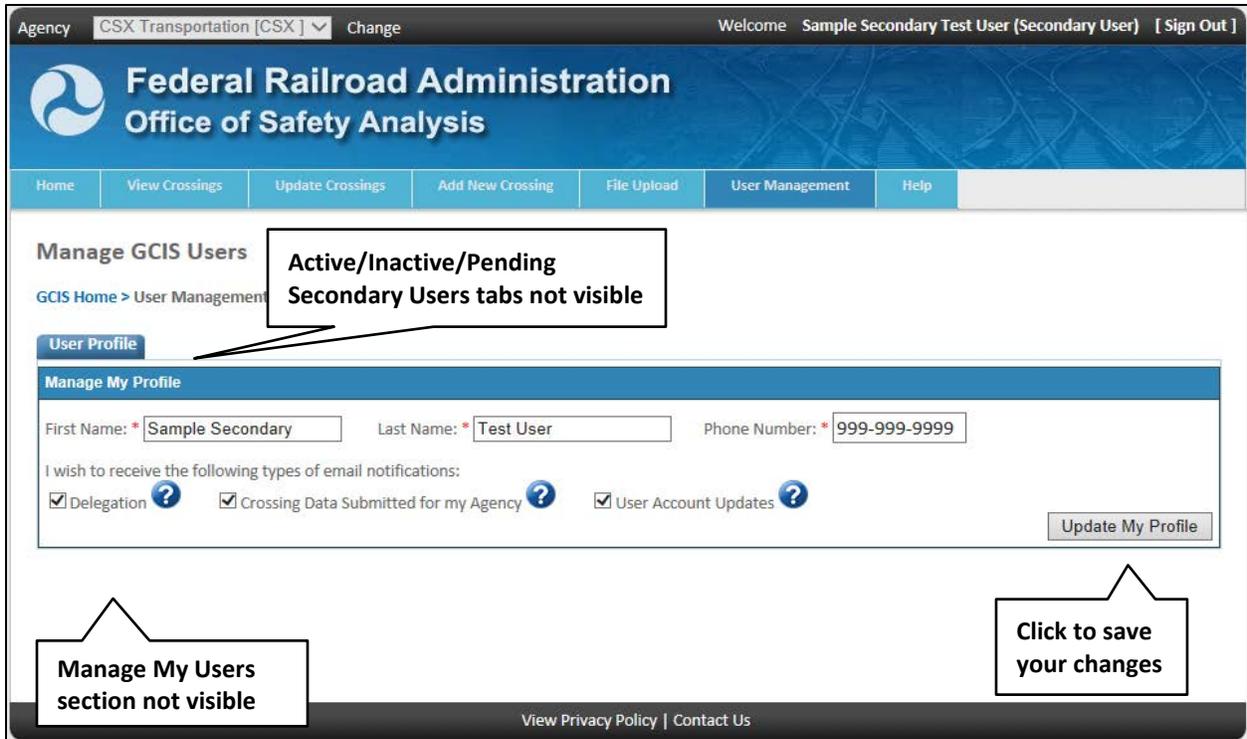


Figure 45. User Management Home Page (View for Secondary Users)

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User Profile

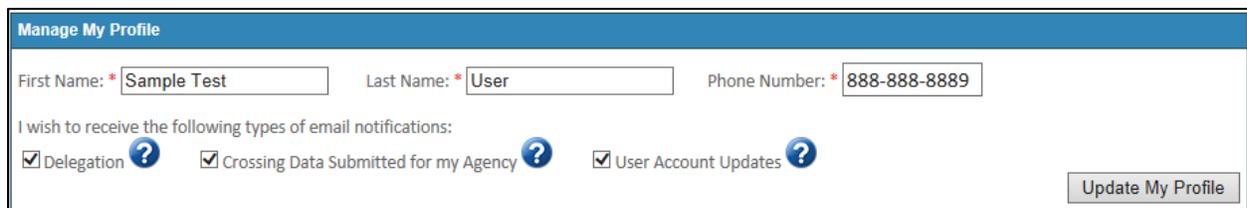
This tab will be available and displayed to all registered GCIS users. In this section, you will be able to update your profile information along with Secondary Users of your agency (if you are the Primary User of your agency). To view and update your profile information, click on the section header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

Manage My Profile

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

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

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



Manage My Profile

First Name: * Last Name: * Phone Number: *

I wish to receive the following types of email notifications:

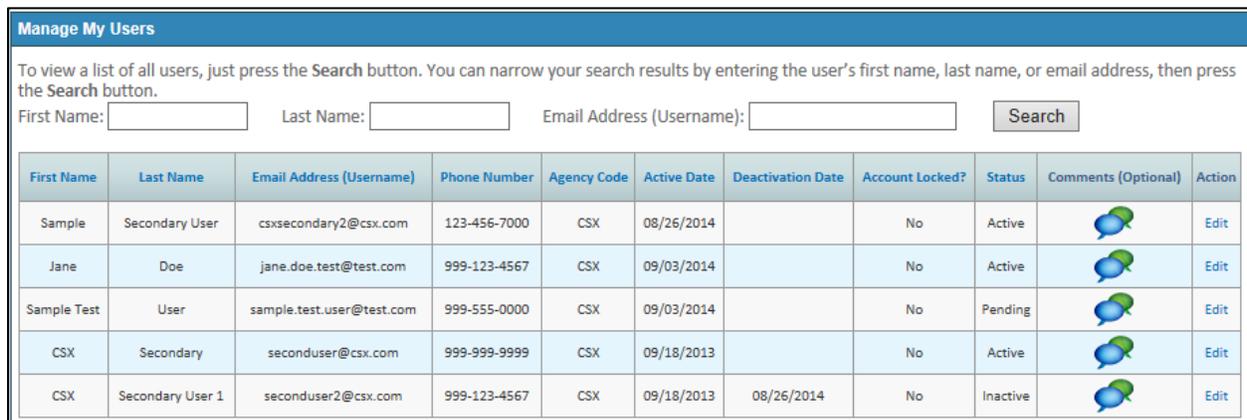
Delegation  Crossing Data Submitted for my Agency  User Account Updates 

Figure 46. Manage My Profile Section

Manage My Users

This section will allow Primary Users the ability to update the profile of all Secondary Users registered with their agency. You can also filter the list by entering a value into any of the fields provided (**First Name, Last Name, Email Address**) (Figure 47).

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



Manage My Users

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

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

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

Figure 47. Manage My Users Section

2. Locate the user you wish to update, and then press the **Edit** link located in the **Action** column. The system will change the fields in the selected row into editable fields (Figure 48).

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| Manage My Users | | | | | | | | | | | |
|---|----------------|---------------------------|--------------|---------------------------|-------------|-------------------|-----------------|---------|--|---------------------|---------------|
| To view a list of all users, just press the Search button. You can narrow your search results by entering the user's first name, last name, or email address, then press the Search button. | | | | | | | | | | | |
| First Name: | | Last Name: | | Email Address (Username): | | | Search | | | | |
| First Name | Last Name | Email Address (Username) | Phone Number | Agency Code | Active Date | Deactivation Date | Account Locked? | Status | | Comments (Optional) | Action |
| Sample | Secondary User | csxsecondary2@csx.com | 123-456-7000 | CSX | 08/26/2014 | | No | Active | <input type="checkbox"/> Reset Password? | | Update Cancel |
| Jane | Doe | jane.doe.test@test.com | 999-123-4567 | CSX | 09/03/2014 | | No | Active | | | Edit |
| Sample Test | User | sample.test.user@test.com | 999-555-0000 | CSX | 09/03/2014 | | No | Pending | | | Edit |

Figure 48. Selected Row in Edit Mode

3. You can update the user's profile by performing any of the following actions listed below:
 - a. To update the profile information, enter the new information into the **First Name**, **Last Name**, and/or **Phone Number** field.
 - b. To deactivate a user's account, change the **Status** column from **Active** to **Inactive**. Deactivating a user's account will prevent the user from logging into GCIS. To reactivate a user's account, change the **Status** column from **Inactive** to **Active**. For an account that is being reactivated, the selected user will receive an email notification containing their temporary password and instructions to log in and reset their password.
 - c. To reset the user's password, check the box for **Reset Password?**. The selected user(s) will receive an email notification containing their temporary password and instructions to log in and reset their password.
Note: For further information regarding password reset, please see the [Changing Temporary Password](#) section.
4. Once complete, press the **Update** link located in the **Action** column. To exit and cancel all changes, press the **Cancel** link. If the update was successful, the system will display a confirmation message in a popup window (Figure 49).

The screenshot shows the 'Manage GCIS Users' page with a modal dialog box in the center. The dialog box contains the following text: 'The selected user's profile has been successfully updated. If a Password Reset was requested, an email notification has been sent to the user containing their temporary password.' Below the text is an 'Ok' button. The background page shows the 'Manage My Users' table with the 'Sample' row selected, and a search bar at the bottom.

Figure 49. Secondary User Profile Information Update Successful Message

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

Federal Railroad Administration Highway-Rail Crossing Division

Pending/Active/Inactive Secondary Users

These tabs will only be displayed for Primary Users. The **Pending Secondary Users** tab will be displayed only if the agency has a newly registered Secondary User and requires the Primary User to review the request. The **Active Secondary Users** tab will be displayed listing all active users of the agency. The **Inactive Secondary Users** tab will only be displayed if there are inactive users of the agency (Figure 50).



Figure 50. Pending/Active/Inactive Secondary Users Tab

Pending Secondary Users

1. Click on the **Pending Secondary Users** tab. The system will display a table listing all new registration requests for your agency (Figure 51).

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

Federal Railroad Administration Highway-Rail Crossing Division

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

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

Manage G
GCIS Home > U

User Profile Pending Secondary Users Active Secondary Users Inactive Secondary Users

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

Approve Reject

Legend

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

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Figure 51. Pending Secondary Users Table

2. Check the box(es) located in the first column to select the user(s). Multiple users can be approved or rejected simultaneously.
3. The **Approve** and **Reject** buttons will be enabled. Press either the **Approve** button to accept the request or the **Reject** button to deny the request. For all users that were approved, an email notification will be sent to the user's email address (also their username) containing their temporary password along with instructions to reset their password.
4. Depending on the action taken (either Approved or Rejected), the system will display a confirmation message in a popup dialog box (Figure 52).

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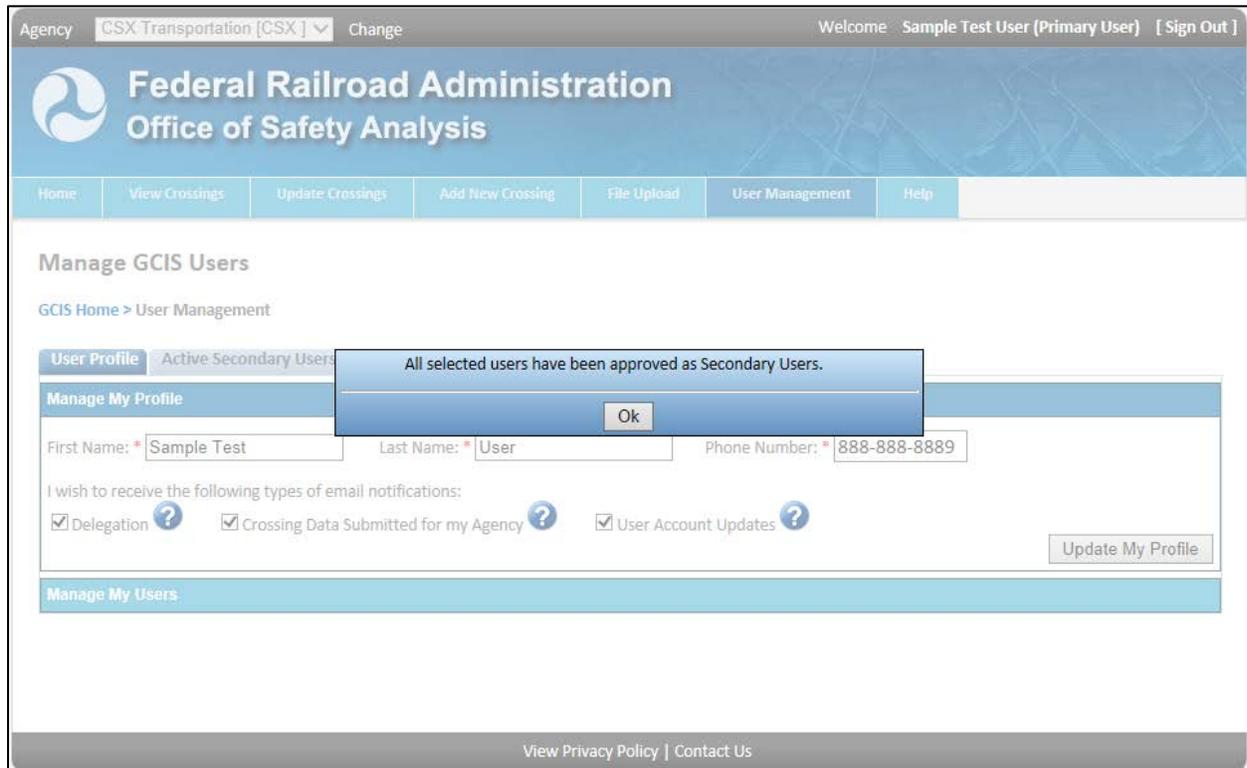


Figure 52. Confirmation Message for Approved Secondary Users

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

Active Secondary Users

1. Click on **Active Secondary Users** tab. The system will display a table listing all active Secondary Users for your agency (Figure 53).
Note: A **Legend** will also be displayed providing a brief description of what each image located under the **Email Status** column means.

Federal Railroad Administration Highway-Rail Crossing Division

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

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Manage G
GCIS Home > Us

User Profile Active Secondary Users Inactive Secondary Users

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

Deactivate

Legend

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

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Figure 53. Active Secondary Users Table

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

Inactive Secondary Users

1. Click on **Inactive Secondary Users** tab. The system will display a table listing all inactive Secondary Users for your agency (Figure 54).
Note: A **Legend** will also be displayed providing a brief description of what each image located under the **Email Status** column means.

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

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

Manage
GCIS Home >

User Profile Secondary Users Inactive Secondary Users

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

Activate

Legend

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

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Figure 54. Inactive Secondary Users Table

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

Delegations

The **Delegations** page will provide a listing of all delegation requests that have been approved by FRA. Once FRA has received and approved the written notification from both the Delegating and Delegated Agency, FRA will setup all approved requests within GCIS. Once the setup is completed, you may view the request on this page. The Delegations table will contain the **Delegating Agency**, **Delegated Agency Type**, and **Delegated Agency** (Figure 55).

Note: The agency name displayed in Figure 55 below are notional and not intended to represent any specific user or business relationship.

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

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

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

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

Delegations
GCIS Home > User Management > Delegations

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

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Figure 55. Delegations Table

Update Crossing Record on Behalf of the Delegating Agency

1. Click on the **Home** tab (or click on **GCIS Home** link located in the breadcrumb).
2. The **Agency** drop-down list will be enabled as depicted in Figure 56.

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

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

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

Welcome to the Grade Crossing Inventory System (GCIS)

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

- View an Existing Crossing
- Update an Existing Crossing

Figure 56. Changing to a Different Agency

Federal Railroad Administration Highway-Rail Crossing Division

3. Click on the down arrow, and then select the name of the agency you would like to update crossing records on behalf of. Once selected, press the **Change** link. Once the agency has been changed, you now have access to update crossings that belong to the Delegating Agency (Figure 57).
4. Click on **Update Crossings** tab located in the top navigation (or the **Update an Existing Crossing** link located on the **GCIS Home** page). You will notice that the **Agency** drop-down in the header is now disabled and your Delegating Agency should be selected.
5. Enter the Delegating Agency Crossing Number into the field provided, and then press the **Update** button.

Agency Union Pacific RR Co. [UP] Change Welcome Sample Test User (Primary User) [Sign Out]

Delegating Agency name is selected and drop-down list disabled

Update an Existing Crossing Inventory Record

GCIS Home > Update Existing Crossing

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

Enter Crossing Number: 097020F

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

Update

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Figure 57. Update Crossings Page on Behalf of the Delegating Agency

The Online Grade Crossing Inventory Form will load with the crossing data populated into the appropriate fields of the form. You will also notice that field **I.1 Primary Operating Railroad** is listed as the name of the Delegating Agency (Figure 58).

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Agency: Union Pacific RR Co. [UP] Change

Welcome Sample Test User (Primary User) [Sign Out]

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

Online Grade Crossing Inventory Form

GCIS Home > Update Existing Crossing > Grade Crossing Inventory Form

Crossing ID = 097020F

Save a PDF Copy

Part I Part II Part III Parts IV and V

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

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

A. Rev. 09/03

FRA Internal

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

D. DOT Crossing Inventory Number 097020F

Part I: Location and Classification Information

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

2. State WA

3. County COLUMBIA

4. City/Municipality

5. Street/Road Name & Block Number COUNTY RD

6. Highway Type & No

Figure 58. Online Grade Crossing Inventory Form Updating a Delegated Crossing

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

GCIS Help

GCIS provides a **Help** section containing frequently asked questions (FAQs), documents available for download, system/application release notes, and contact information. GCIS Q&As can be found under the FAQs tab, documentation is located under the **Reference Documents** tab, and information on how to contact FRA for support can be found under the **Contact FRA** tab (Figure 59).

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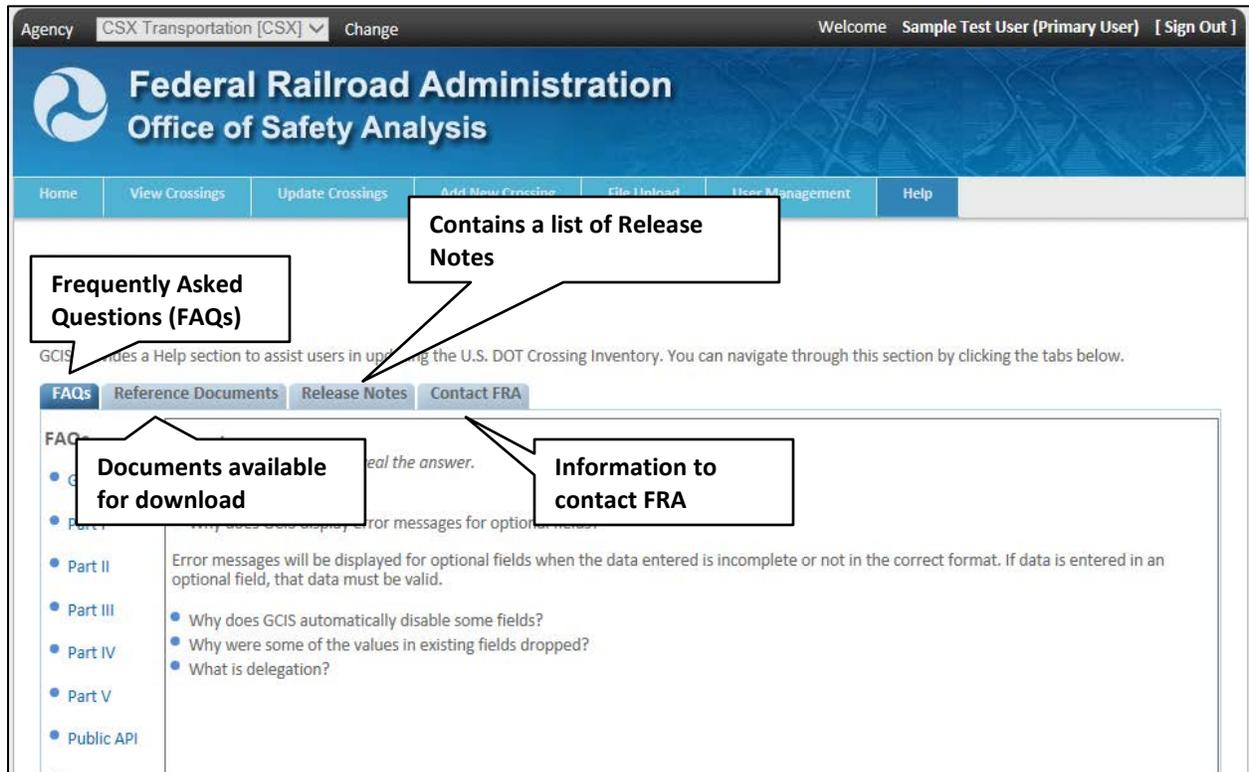


Figure 59. GCIS Help Page

FAQs

1. Ensure that the FAQs tab is selected. If not, click on the **FAQs** tab.
2. Click on any of the links to the left (**General, Part I, Part II, Part III, Part IV, Part V, Public API, Secure API**).
3. The corresponding questions and answers (Q&As) will be displayed in the right section.
4. Click on a question to reveal the answer (Figure 60).

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

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

GCIS Help
GCIS Home > Help

GCIS provides a Help section to assist users in updating the U.S. DOT Crossing Inventory. You can navigate through this section by clicking the tabs below.

FAQs Reference Documents Release Notes Contact FRA

FAQs

- General
- Part I
- Part II
- Part III
- Part IV
- Part V
- Public API

General
Click on each question to reveal the answer.

- 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.
- Why does GCIS automatically disable some fields?
- Why were some of the values in existing fields dropped?
- What is delegation?

Links to questions pertaining to the topics

Q&As are displayed in this section

Figure 60. FAQs Section

Reference Documents

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

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

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

GCIS Help
GCIS Home > Help

GCIS provides a Help section to assist users in updating the U.S. DOT Crossing Inventory. You can navigate through this section by clicking the tabs below.

FAQs **Reference Documents** Release Notes Contact FRA

Reference Documents

- Guide for Preparing U.S. DOT Inventory Forms
- 6180.71 - U.S. DOT Crossing Inventory Form
- GCIS Web User Guide v2.1.0.0 Rel 10-02-2015
- GCIS Electronic Submissions Instructions v2.1.0.0 Rel 10-02-2015
- Grade Crossing Inventory Form Template v2.1.0.0 Rel 10-02-2015 – Railroad Submitting Full Inventory Form
- Grade Crossing Inventory Form Template v2.1.0.0 Rel 10-02-2015 – Railroad Submitting Only Train Count Data

Figure 61. Reference Documents Section

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2. Click on the appropriate link to begin the process for downloading a copy of the document to view or save on your computer.

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

Release Notes

1. Click on the **Release Notes** tab.
Information pertaining to each versions that were published along with the dates and release notes will be displayed in this section (Figure 62).



Figure 62: Release Notes Section

Contact FRA

1. Click on the **Contact FRA** tab.
Information to contact FRA via email, phone, or mailing correspondence will be displayed in this section (Figure 63).

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The screenshot shows the GCIS Help page for the Contact FRA section. At the top, there is a navigation bar with the agency name 'CSX Transportation [CSX]' and a 'Change' link. The user is identified as 'Sample Test User (Primary User)' with a 'Sign Out' link. The main header features the Federal Railroad Administration logo and the text 'Office of Safety Analysis'. Below this is a menu with options: Home, View Crossings, Update Crossings, Add New Crossing, File Upload, User Management, and Help. The 'Help' menu item is active. The main content area is titled 'GCIS Help' and includes a breadcrumb 'GCIS Home > Help'. A paragraph explains that GCIS provides a Help section for updating the U.S. DOT Crossing Inventory. Below this are four tabs: FAQs, Reference Documents, Release Notes, and Contact FRA. The 'Contact FRA' tab is selected. The content under this tab is split into two columns. The left column provides contact information: 'To contact FRA Support, call (888) 372-9393 and then press 1.' and 'To contact FRA by email, click [here](#).' The right column is titled 'The mailing address for GCIS is:' and lists the address: 'Grade Crossing Safety and Trespass Prevention, Office of Safety Analysis, Federal Railroad Administration, 1200 New Jersey Avenue SE., Mail Stop 25, Washington, DC 20590'.

Figure 63. Contact FRA Section

Section 3. User Account Registration

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

Note:

- Each agency can have only one registered Primary User and multiple Secondary Users
- Each email address can only be registered with one agency
- To gain access to multiple agencies crossing records, you must either (1) register using a different email address (that have not previously been registered) for the additional agency(s) or (2) submit [Delegations](#) request to FRA

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

New Account

1. Go to the GCIS Sign In page, and then click on the **Register** link located in the top right corner of the page header or within the body of the page. The **User Account Registration** page will display (Figure 64).

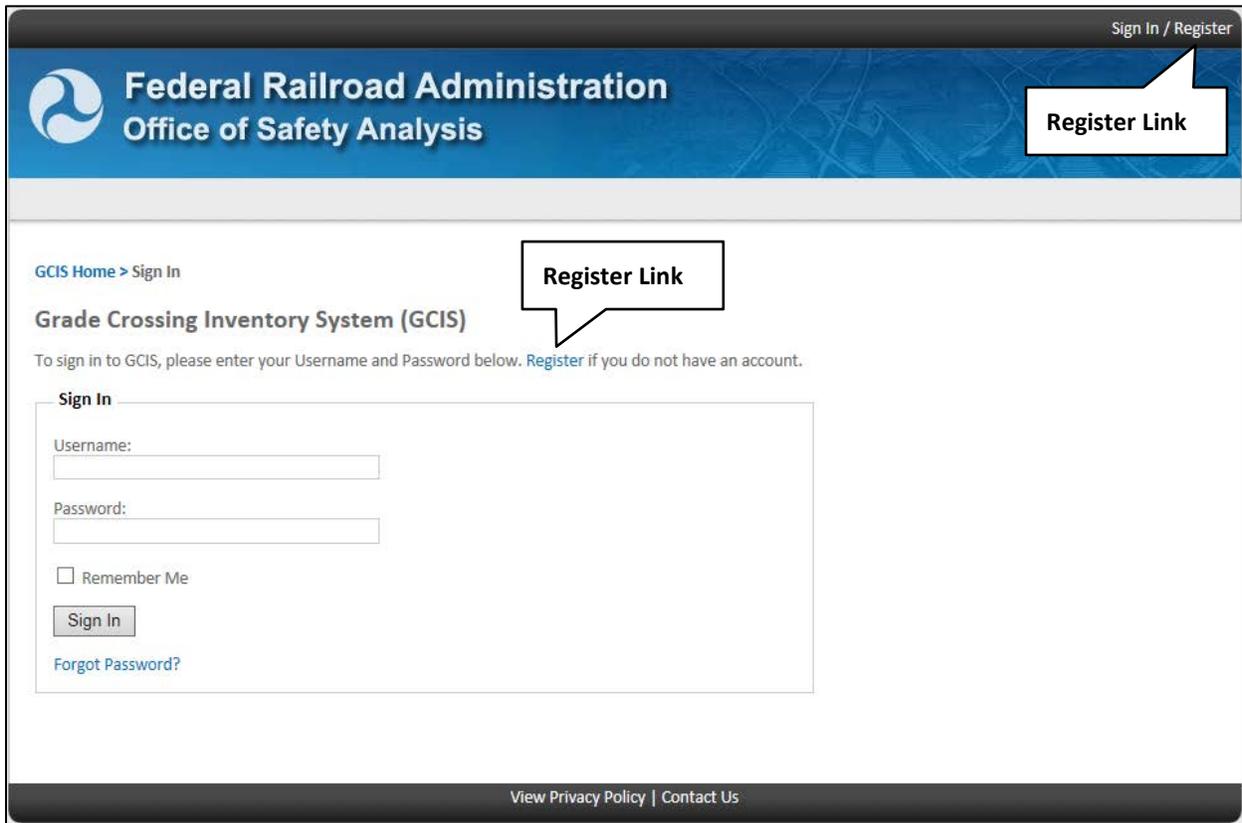
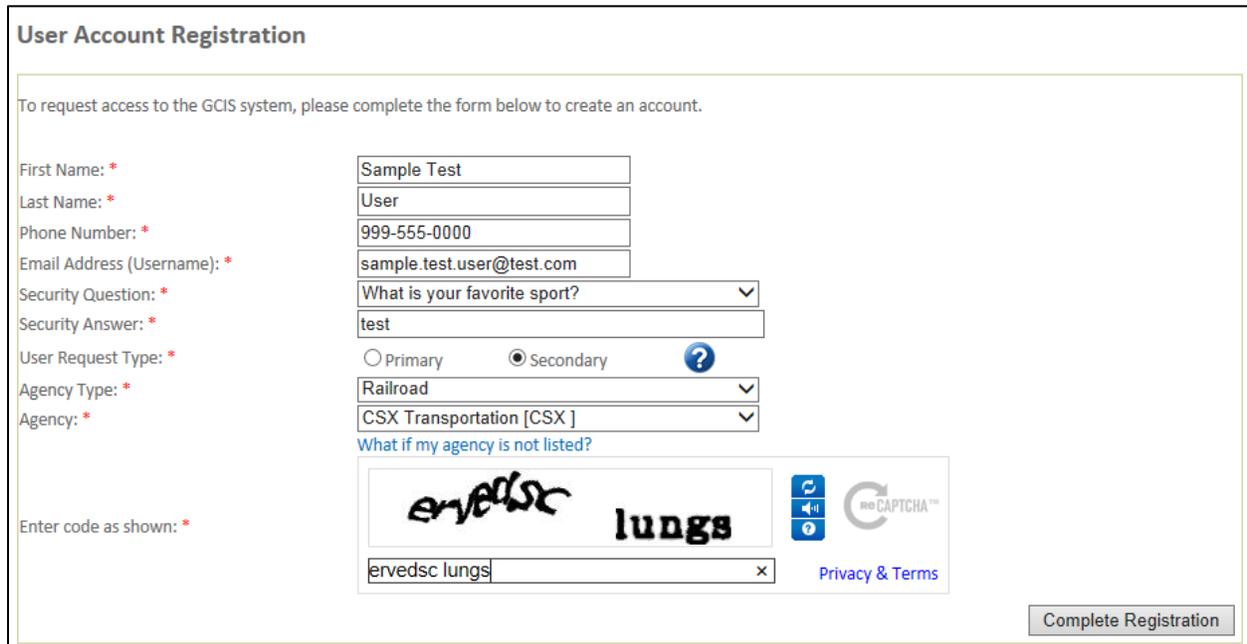


Figure 64. Register Link on Sign In Page

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

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User Account Registration

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

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

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

Figure 65. User Account Registration Page Filled Out

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



Sign In / Register

 **Federal Railroad Administration**
Office of Safety Analysis

User Account Registration

Complete

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

Figure 66. Registration Successfully Submitted

Reset Password

1. Click on the **Forgot Password?** link located on the **GCIS Sign In** page (Figure 67).

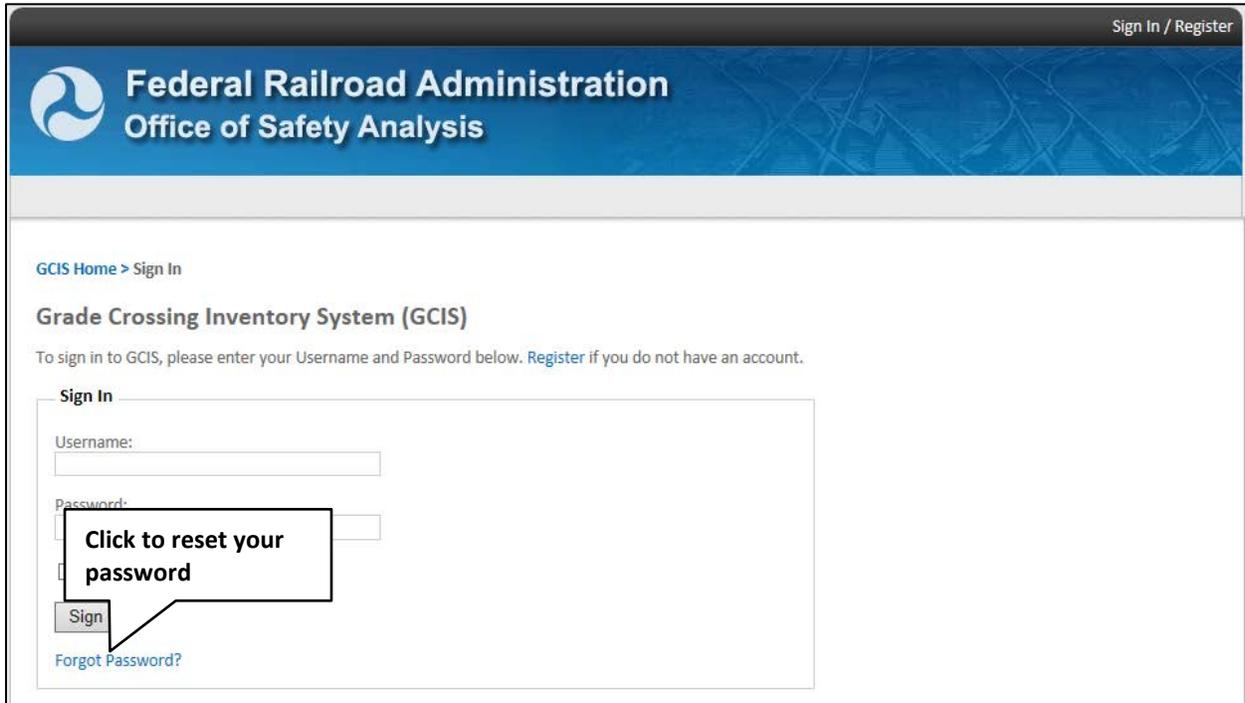


Figure 67. Forgot Password? Link on Sign In Page

2. Enter your **Username** into the field provided and then press the **Next** button.
3. The **Reset Password** page will display. Complete the **Security Answer** and then press the **Change Password** button (Figure 68).



Figure 68. Security Answer on Reset Password Page

4. If the Security Answer provided is correct, the system will display a Success message (Figure 69). Press the **Continue** button to be redirected back to the **GCIS Sign In** page. The system will send an email notification to the email address on file containing the

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temporary password with instructions on how to reset your temporary password and log in using the updated login credentials. Follow the instructions provided in the [Changing Temporary Password](#) section to change your temporary password to a permanent password.



Figure 69. Password Successfully Resetted

Changing Temporary Password

1. On the GCIS Sign In page, enter your Username and temporary password into the **Username** and **Password** fields, and then press the **Sign In** button. System will display the **User Account Confirmation** page (Figure 70).

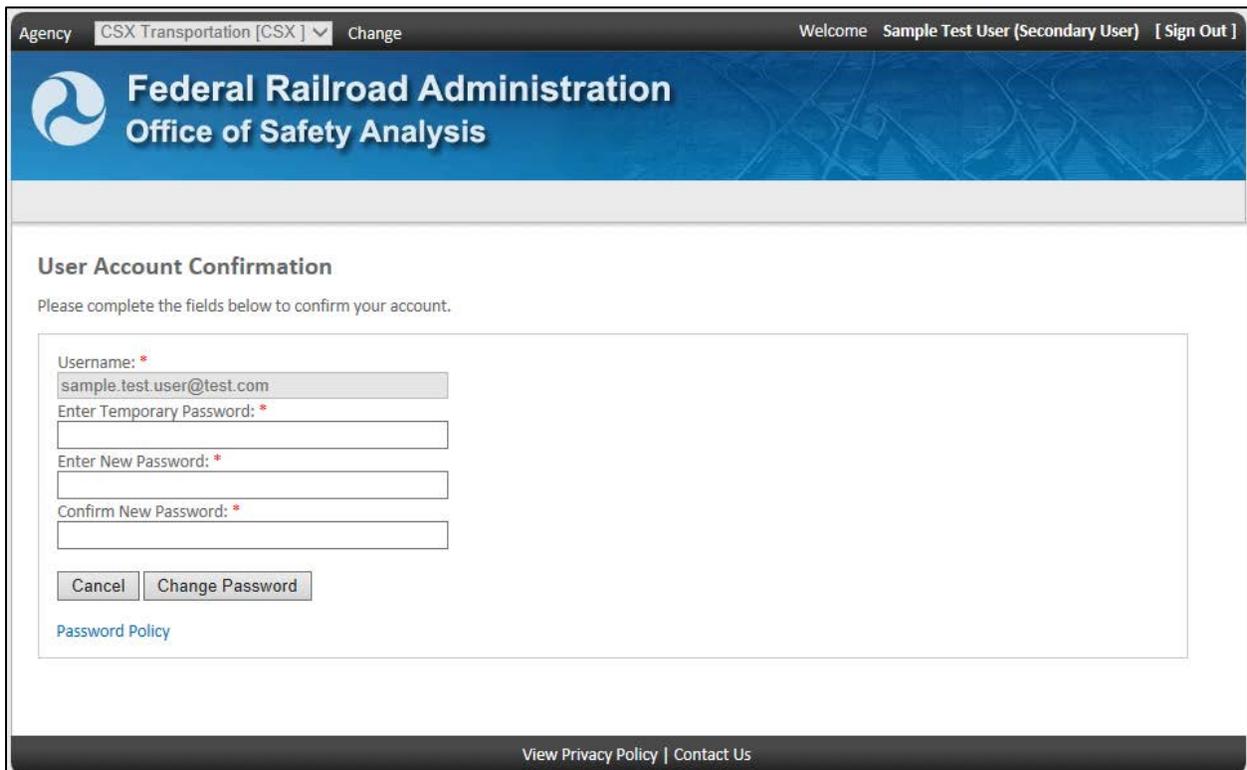


Figure 70. User Account Confirmation Page

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2. Enter your temporary password into the **Enter Temporary Password** field, which can be found in the email notification you received.
3. Enter the same new password into the **Enter New Password** and **Confirm New Password** fields, and then press the **Change Password** button. To exit without changing your temporary password, press the **Cancel** button.
4. If the temporary password entered is correct and the new password entered passes the password requirement, a Success message will display (Figure 71). Press the **Continue** button to be redirected to the **GCIS Home** page for sign in.



Figure 71. Temporary Password Successfully Updated Message