



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.

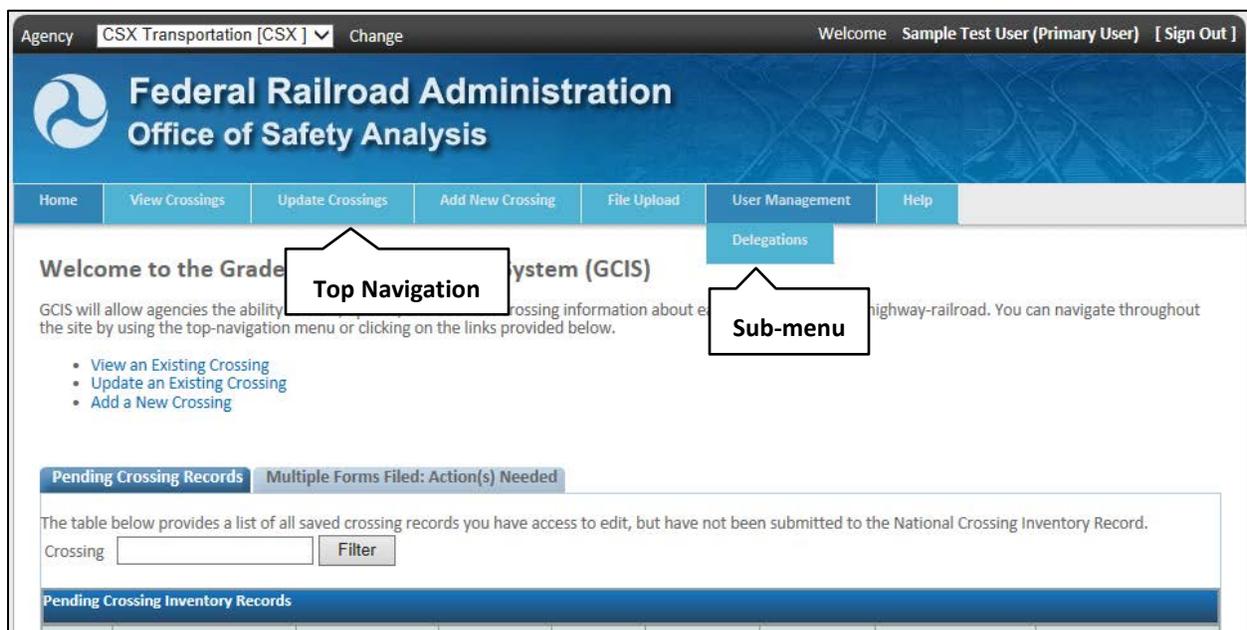


Figure 1. GCIS v2.0 Top Navigation Tabs

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.

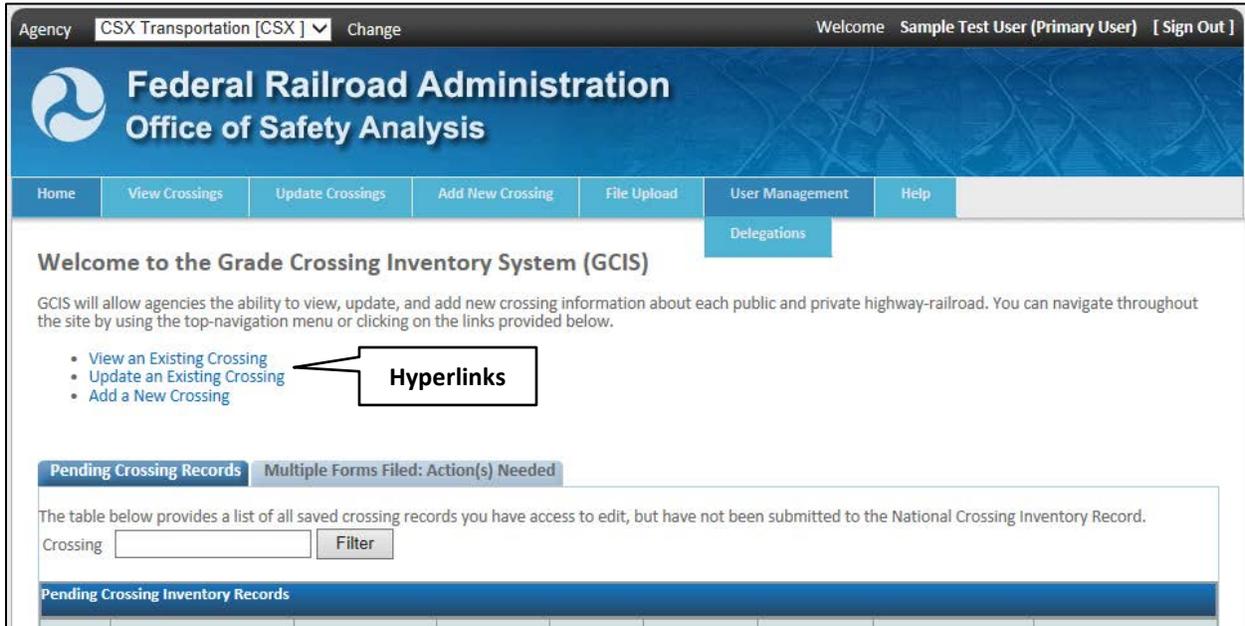


Figure 2. GCIS v2.0 Links

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 (>).

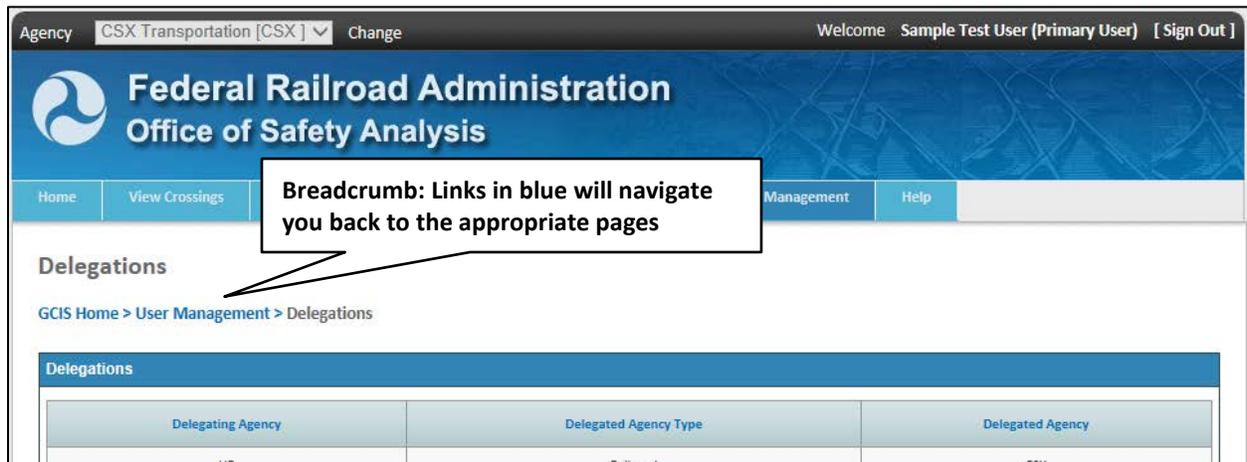


Figure 4. Breadcrumb Navigation Trail

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).

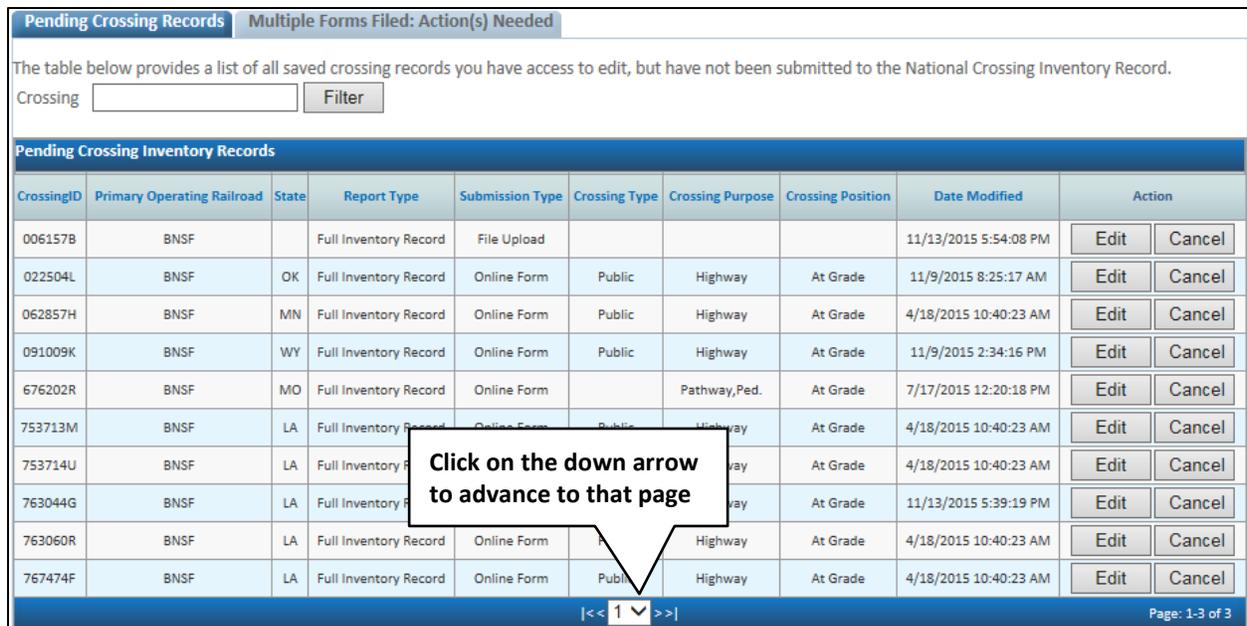


Figure 5. Advance Using Page Numbers

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753714U	BNSF	LA	Full Inventory Record	Online Form	Public	Highway	At Grade	4/18/2015 10:40:23 AM	Edit	Cancel
763044G	BNSF	LA	Full Invento		Private		At Grade	11/13/2015 5:39:19 PM	Edit	Cancel
763060R	BNSF	LA	Full Inventory Record	Online F	Public	Highway	At Grade	4/18/2015 10:40:23 AM	Edit	Cancel
767474F	BNSF		Record	Online Form	Public	Highway	At Grade	10:40:23 AM	Edit	Cancel

Navigation: << 1 >> Page: 1-3 of 3

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).



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Office of Safety Analysis

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

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

Your session is about to expire. To continue with the same session, click on the **Extend** button. Otherwise, click on the **End Session** button.

Extend
End Session

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

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

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forms filed records (Figure 8).

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 Reports 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	State	Report Type	Submission Type	Crossing Type	Crossing Purpose	Crossing Position	Date Modified	Action
226792Y	CSX	WV	Full Inventory Record	Online Form	Private	Highway	At Grade	12/11/2015 10:23:06 AM	Edit Cancel
227213R	CSX	KY	Full Inventory Record	Online Form	Public	Highway	At Grade	1/6/2016 9:13:41 AM	Edit Cancel
227837G	CSX	KY	Full Inventory Record	Online Form	Public	Highway	At Grade	1/6/2016 10:22:20 AM	Edit Cancel
340334V	CSX	GA	Full Inventory Record	Online Form	Private	Highway	At Grade	12/28/2015 10:18:42 AM	Edit Cancel
501905J	CSX	MA	Full Inventory Record	Online Form	Public	Highway	At Grade	9/24/2015 3:33:19 PM	Edit Cancel
621451T	CSX	FL	Full Inventory Record	Online Form	Public	Highway	RR Under	12/15/2015 10:37:20 AM	Edit Cancel
627930T	CSX	FL	Full Inventory Record	Online Form	Private	Highway	At Grade	10/21/2015 2:52:00 PM	Edit Cancel
630968T	CSX	NC	Full Inventory Record	Online Form	Public	Highway	At Grade	11/10/2015 2:22:24 PM	Edit Cancel
630969A	CSX	NC	Full Inventory Record	Online Form	Public	Highway	At Grade	11/10/2015 2:24:26 PM	Edit Cancel
631101D	CSX	FL	Full Inventory Record	Online Form	Public	Highway	At Grade	1/6/2016 1:56:58 PM	Edit Cancel

<< 1 >> Page: 1-3 of 3

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

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be on the home page to perform this action. Switching to report on behalf of another agency will be discussed further under the Delegations section.

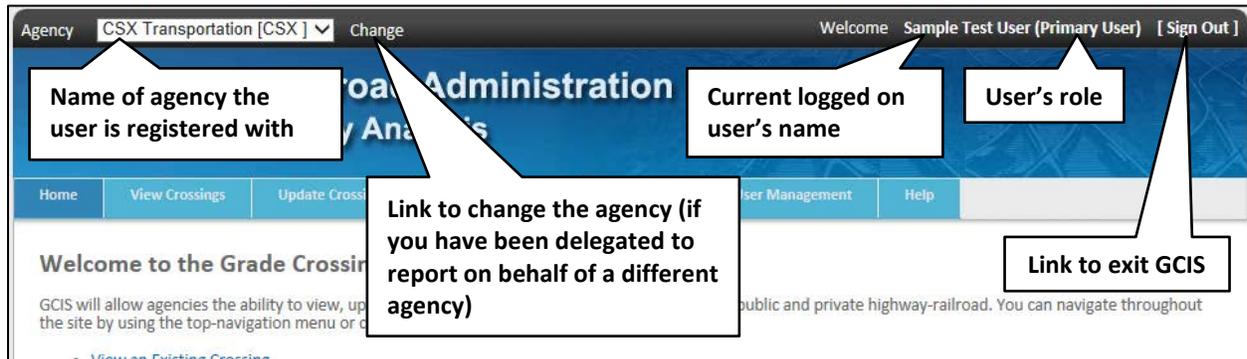


Figure 9. GCIS v2.0 Site Header

Site Footer

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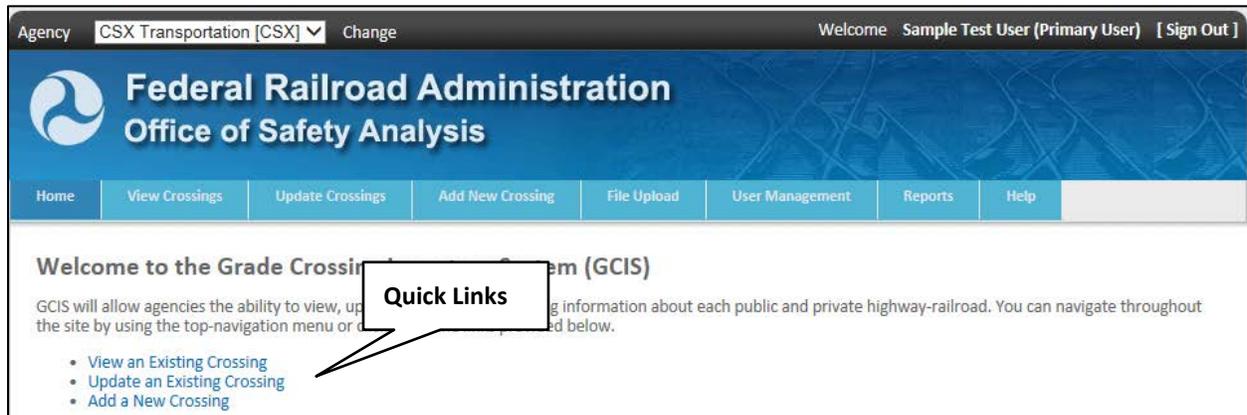


Figure 11. Home Page Quick Links

Pending Crossing Records Tab

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

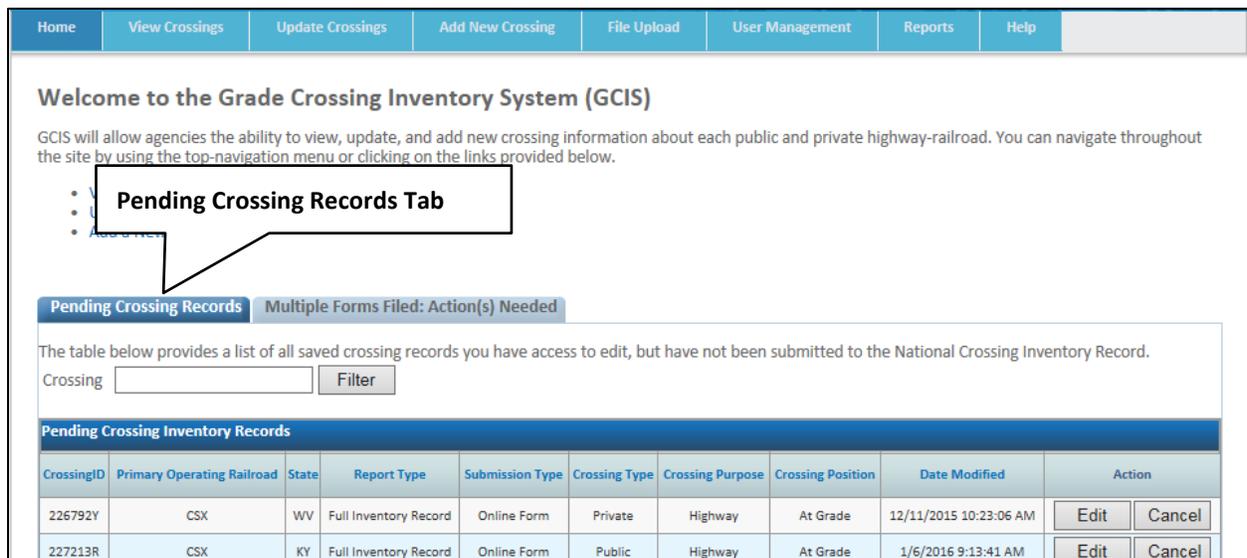


Figure 12. Pending Crossing Records Tab

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

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

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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 | Reports | 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:

Are you sure you want to cancel this pending crossing record for Crossing Number '340334V'? This action cannot be undone.

Yes No

CrossingID	Primary Operating Railroad	State	Full Inventory Record	Online Form	Private	Highway	At Grade	Date Modified	Action
226792Y	CSX	WV	Full Inventory Record	Online Form	Private	Highway	At Grade	12/11/2015 10:23:06 AM	Edit Cancel
227213R	CSX	KY	Full Inventory Record	Online Form	Public	Highway	At Grade	1/6/2016 9:13:41 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).

- To update a record from this list, press the **Edit** button located under the **Action** column.
- 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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Home View Crossings Update Crossings Add New Crossing File Upload User Management Reports 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

Multiple Forms Filed: Action(s) Needed tab

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

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

Crossing Filter

Pending Crossing Inventory Records									
CrossingID	Primary Operating Railroad	State	Report Type	Submission Type	Crossing Type	Crossing Purpose	Crossing Position	Date Modified	Action
226792Y	CSX	WV	Full Inventory Record	Online Form	Private	Highway	At Grade	12/11/2015 10:23:06 AM	Edit Cancel
227213R	CSX	KY	Full Inventory Record	Online Form	Public	Highway	At Grade	1/6/2016 9:13:41 AM	Edit Cancel

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

Section 2. GCIS Pages

Online Grade Crossing Inventory Form

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

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

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

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

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or a specific number of characters

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

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

The screenshot shows the 'Administration Analysis' section of the Online Grade Crossing Inventory System. The interface includes a top navigation bar with 'Home', 'Crossings', 'Update Crossings', 'Add New Crossing', 'File Upload', and 'User Management'. A 'Save a PDF Copy' button is visible. The main form area is titled 'Part I: Location and Classification' and contains several sections:

- Reporting Instructions:** A large text area providing guidance on how to fill out the form for different types of crossings.
- Calendar control:** A date picker for 'A. Revision Date' set to 10/30/2015.
- Radio button controls:** 'B. Reporting Agency' with options for Railroad (selected), State, Transit, and FRA Internal.
- Drop-down list control:** 'C. Reason for Update' and 'D. DOT Crossing Inventory Number' (626889A).
- Open text field control:** '1. Primary Operating Railroad' (CSX Transportation [CSX]), '2. State' (FL), and '3. County' (HIGHLAND).
- Radio button controls:** '4. City/Municipality' (In: TAMPA, Near: selected) and '5. Street/Road Name & Block Number' (ARMENIA AVE).
- Open text field control:** '6. Highway Type & No' (CR 587).
- Radio button controls:** '7. Do Other Railroads Operate a Separate Track at Crossing?' (No selected) and '8. Do Other Railroads Operate Over Your Track at Crossing?' (No selected).
- Open text field control:** '9. Railroad Division or Region' (JACKSONVILLE) and '10. Railroad Subdivision or District' (CLEARWATER).
- Drop-down list control:** '11. Branch or Line Name' and '12. RR Milepost' (0851.32).
- Radio button controls:** '13. Line Section' (SY) and '15. Parent RR (if applicable)' (Select One.....).
- Radio button controls:** '16. Crossing Owner (if applicable)' (Select One.....).
- Radio button controls:** '17. Crossing Type' (Public selected) and '18. Crossing Purpose' (Highway selected).
- Radio button controls:** '19. Crossing Position' (At Grade selected) and '20. Public Access (if Private Crossing)' (Yes selected).
- Checkbox controls:** '21. Type of Train (Check all that apply)' with options for Freight, Intercity Passenger, Commuter, Transit, Shared Use Transit, and Tourist/Other.
- Enabled field control:** '22. Average Passenger Train Count Per Day' (0).

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

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

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.

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Part I: Location and Classification Information					
1. Primary Operating Railroad CSX Transportation [CSX] ▼		2. State FL ▼		3. County HILLSBOROUGH ▼	
4. City/Municipality <input type="radio"/> In TAMPA ▼ <input checked="" type="radio"/> Near		5. Street/Road Name & Block Number ARMENIA AVE <small>(Street/Road Name)</small> * (Block Number)		6. Highway Type & No CR 587	
7. Do Other Railroads Operate a Separate Track at Crossing? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, Specify RR Select One....., Select One....., Select One.....			8. Do Other Railroads Operate Over Your Track at Crossing? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, Specify RR Select One....., Select One....., Select One.....		
9. Railroad Division or Region JACKSONVILLE <input type="checkbox"/> None		10. Railroad Subdivision or District CLEARWATER <input type="checkbox"/> None		11. Branch or Line Name <input type="checkbox"/> None	
12. RR Milepost <small>(prefix)</small> 0851.32 <small>(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) Select One..... <input type="checkbox"/> N/A					
17. Crossing Type <input checked="" type="radio"/> Public <input type="radio"/> Private		18. Crossing Purpose <input checked="" type="radio"/> Highway <input type="radio"/> Pathway, Ped. <input type="radio"/> Station, Ped.		19. Crossing Position <input checked="" type="radio"/> At Grade <input type="radio"/> RR Under <input type="radio"/> RR Over	
20. Public Access (If Private Crossing) <input type="radio"/> Yes <input checked="" type="radio"/> No		21. Type of Train (Check all that apply) <input type="checkbox"/> Freight <input type="checkbox"/> Intercity Passenger <input type="checkbox"/> Commuter <input type="checkbox"/> Transit <input type="checkbox"/> Shared Use Transit <input type="checkbox"/> Tourist/Other		22. Average Passenger Train Count Per Day <input type="radio"/> Less Than One Per Day <input type="radio"/> Number per day 0	
23. Type of Land Use <input type="radio"/> Open Space <input type="radio"/> Farm <input type="radio"/> Residential <input checked="" type="radio"/> Commercial <input type="radio"/> Industrial <input type="radio"/> Institutional <input type="radio"/> Recreational <input type="radio"/> RR Yard					
24. Is there an Adjacent Crossing with a Separate Number? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, Provide Crossing Number			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		
26. HSR Corridor ID <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 checked="" 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.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) 00/00 <input type="checkbox"/> Not Required	3.G. Wayside Horn <input type="radio"/> Yes <input type="radio"/> No Installed on (MM/YYYY) 00/00	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"/> Advance	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 Devices (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

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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? <i>(Street lights within approx. 50 feet from nearest rail)</i> <input type="radio"/> Yes <input type="radio"/> No		5. Crossing Surface <i>(on Main Track, multiple types allowed)</i> Installation Date <i>*(MM/YYYY)</i> <input type="text"/> Width <i>*</i> <input type="text"/> Length <i>*</i> <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 <i>(specify)</i> <input type="text"/>			
6. Intersecting Roadway within 500 feet? If Yes, Approximate Distance <i>(feet)</i> <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? <i>*</i> <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 <input type="text" value="(03) Federal Aid, Not NHS"/>	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) <i>*</i> <input type="text"/>		6. LRS Milepost <i>*</i> <input type="text"/>	
7. Annual Average Daily Traffic (AADT) Year <input type="text" value="2008"/> AADT <input type="text" value="017261"/>	8. Estimated Percent Trucks <input type="text" value="12"/> %	9. Regularly Used by School Buses? <input checked="" type="radio"/> Yes <input type="radio"/> No Average Number per Day <input type="text" value="73"/>	10. Emergency Services Route <input type="radio"/> Yes <input type="radio"/> No
Public reporting burden for this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. According to the Paperwork Reduction Act of 1995, a federal agency may not conduct or sponsor, and a person is not required to, nor shall a person be subject to a penalty for failure to comply with, a collection of information unless it displays a currently valid OMB control number. The valid OMB control number for this information collection is 2130-0017. Send comments regarding this burden estimate or any other aspect of this collection, including suggestions for reducing this burden to: Information Collection Officer, Federal Railroad Administration, 1200 New Jersey Ave., SE, MS-25 Washington, D.C. 20590.			

Figure 22. Part V: Public Highway Characteristics

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

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

Federal Railroad Administration Highway-Rail Crossing Division

The screenshot shows the 'Online Grade Crossing Inventory Form' for 'Railroad Data Only'. The page header includes the agency 'CSX Transportation [CSX]' and a user 'Sample Test User (Primary User)'. The main title is 'Federal Railroad Administration Highway-Rail Crossing Division'. The breadcrumb trail is 'Home > View Crossings > Update Crossings > Add New Crossing > File Upload > User Management > Online Grade Crossing Inventory Form'. The current page is 'New Crossing > Grade Crossing Inventory Form'. A 'Crossing ID = 509642A' is displayed. The form contains several sections 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 button controls for Railroad (selected), State, Transit, and FRA Internal.
 - C. Reason for Update: Drop-down list control.
 - D. DOT Crossing Inventory Number: 509642A
- Part I: Railroad Information:**
 - 1. Primary Operating Railroad: Open text field control.
 - 11. Branch Line Name: Open text field control with a 'None' checkbox.
 - 12. RR Milepost: Open text field control with a 'None' checkbox.
 - 22. Average Pa...: Disabled field control with radio button options for 'Less than 0' and 'Number per...'. A 'Save button' is located below this section.
- Part II: Railroad Information:**
 - 1. Estimated Number of Trains: Open text field control.
 - 1.A. Total Day (6 AM to 6 PM): Open text field control.
 - 1.C. Total Switching Trains: Open text field control.
 - 1.D. Less Than One Day: Enabled field control with a checkbox.
 - 2. Year of Train Count Data (YYYY): Open text field control.
 - Train at Crossing: Open text field control.
 - Timetable Speed (mph): Open text field control.
 - Change Over Crossing: Open text field control.

At the bottom of the form, there are 'Save' and 'Submit' buttons, and a 'Save a PDF Copy' link. A 'Save a PDF copy of the crossing record' callout points to this link.

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 previously saved or submitted, and provides instructions on how to use the 'View' button. 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"/> to 100		View Another Crossing Record button Exit form button	

View Another Crossing Inventory Record Exit

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

View Privacy Policy | Contact Us

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

Update an Existing Crossing Inventory Record

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

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

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

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' stating '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 > View Existing Crossings > 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 inventory Form, with the exception of Part I Item 20 and Part III Item 2.K. For private highway crossings, complete the Submission Information section. For public pathway grade crossings (including grade-separated highway rail or pathway crossings (including pedestrian station 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.

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

A. Revision Date: 10/30/2015

B. Reporting Agency: Railroad State Transit FRA Internal

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

D. DOT Crossing Inventory Number: 626889A

1. Primary Operator: CSX Transp

Defaults to current date

Defaults to the agency you are registered with

3. County: HILLSBOROUGH

4. City/Municipality: TAMPA

5. Street/Road Name: ARMENIA AVE

6. Highway Type & No: CR 587

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: JACKSONVILLE

10. Railroad Subdivision or District: CLEARWATER

11. Branch or Line Name: [None]

12. RR Milepost: 0851.32

13. Line Segment: SY

14. Nearest RR Timetable Station: SULPHUR SPRGS

15. Parent RR: Select One.....

16. Crossing Owner: Select One.....

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: Yes No

21. Type of Train: Freight Intercity Passenger Commuter Transit Shared Use Transit Tourist/Other

22. Average Passenger Train Count Per Day: 0

23. Type of Land Use: Open Space Farm Residential Commercial Industrial Institutional Recreational RR Yard

24. Is there an Adjacent Crossing with a Separate Number? Yes No

25. Quiet Zone: No 24 hr Partial Chicago Excused

26. HSR Corridor ID: [None]

27. Latitude in decimal degrees: 28.0330487

28. Longitude in decimal degrees: -82.4841258

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 *

Save a PDF copy of the crossing record

Save to update at a later time

Submit for validation

33. Emergency Notification Telephone No. (Posted): 800-232-4444

34. Railroad Contact Telephone No.:

35. State Contact (Telephone No.):

Save Submit

Save a PDF Copy

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

Federal Railroad Administration Highway-Rail Crossing Division

5. At any point in time, you can save a copy of the record by pressing the **Save** button. Once saved, the crossing will be available in the **Pending Crossings Records** table on the home page. You may come back at a later time to update the record by pressing the **Edit** button.
6. When you are ready to submit the crossing record for error checking and validation processing, press the **Submit** button located at the bottom of the form.
 - a. If the record failed some validation rules, the system will display a message indicating that the record contains validation errors (Figure 29), and then you must press the **Ok** button to view a list of all errors. The errors will be displayed in a panel located above the form listing the field(s) that failed and a brief description of the error (Figure 30). You can submit the record multiple times until there are no longer any validation errors.

The screenshot shows a web form with several fields. A blue message box is overlaid in the center, 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? (Radio buttons for Yes/No, and a text field for "If Yes, Provide Crossing Number")
- 25. Quiet Zone (FRA Provided) (Radio buttons for No, 24 hr, Partial, Chicago Excused, and a date field "Date Established")
- 26. HSR Corridor ID (Dropdown menu and checkbox for "N/A")
- 27. Latitude in decimal degrees (Text field with "WGS 1984" label)
- 28. Longitude in decimal degrees (Text field with "WGS 1984" label)
- 29. Lat/Long Source (Radio buttons for Actual and Estimated)
- 30.A. Railroad Use * (Text field)
- 30.B. Railroad Use * (Text field)
- 31.B. State Use * (Text field)

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 the following 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 tabs for "Part I", "Part II", "Part III", and "Parts IV and V". A detailed instruction block follows, and at the bottom, there are fields for:

- A. Revision Date: 08/26/2014
- B. Reporting Agency: Radio buttons for Railroad, State, Transit, FRA Internal
- C. Reason for Update: Change in Data
- D. DOT Crossing Inventory Number: 626889A

Figure 30. Panel Displaying Validation Errors

- b. If the record passed all validation checks, the system will display a confirmation

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message as shown in Figure 31. You can save a copy of the submitted crossing record in PDF format by pressing the **Save a PDF Copy** button, or exit the form and return to the home page by pressing the **Exit** button.

The screenshot shows a web form with a central blue confirmation message box. The message reads: "The crossing record has been successfully submitted to the GCIS database. Do you want to save a PDF copy?". Below the message are two buttons: "Exit" and "Save a PDF Copy". The background form contains various fields and checkboxes, including "3.E. Total Count of Flashing Light Pairs" (value 9), "3.F. Installation Date of Current Active Warning Devices" (checkbox "Not Required" checked), "3.G. Wayside Horn" (radio "No" selected), "3.H. Highway Traffic Signals Controlling Crossing" (radio "No" selected), "3.I. Bells (count)" (value 2), "3.J. Non-Train Active Warning" (radio "Flagging/Flagman" selected), "4.A. Does Nearby Hwy Intersection have Traffic Signals?" (radio "Yes" selected), "4.B. Hwy Traffic Signal Interconnection" (checkbox "For Traffic Signals" checked), "4.C. Highway Home Signal Preemption" (radio "Simultaneous" selected), "4.D. Highway Home Signal Preemption" (radio "No" selected), and "6. Highway Monitoring Device (Check all that apply)" (checkbox "None" checked).

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 confirmation message box as in Figure 31, but with a browser dialog box open at the bottom. The dialog box asks: "Do you want to open or save 626889A_08262014.pdf (430 KB) from test.fra.dot.gov?". It has three buttons: "Open", "Save", and "Cancel". The "Save" button has a dropdown arrow. 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 on 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

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 following elements: 'Agency' dropdown set to 'CSX Transportation [CSX]', a 'Change' link, and a user welcome message 'Welcome Sample Test User (Primary User) [Sign Out]'. Below this is a blue header with the FRA logo and the text 'Federal Railroad Administration Office of Safety Analysis'. A secondary navigation bar contains tabs for 'Home', 'View Crossings', 'Update Crossings', 'Add New Crossing' (which is highlighted), 'File Upload', 'User Management', and 'Help'. The main content area is titled 'Add a New Crossing Inventory Record' and includes a breadcrumb 'GCIS Home > Add New Crossing'. A paragraph of text 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 text is a form with a label 'Enter Crossing Number:' followed by a text input field. A note below the field states: 'Note: Crossing Number must be six digits followed by a letter.' Underneath the note is a 'Submission Type:' section with two radio button options: '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.' At the bottom of the form is an 'Add' button. The footer 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. In addition, uploaded files are limited to 3 MB in total size. A file with 3 MB of crossing data can accommodate up to about 3,000 crossing records.*

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Workflow

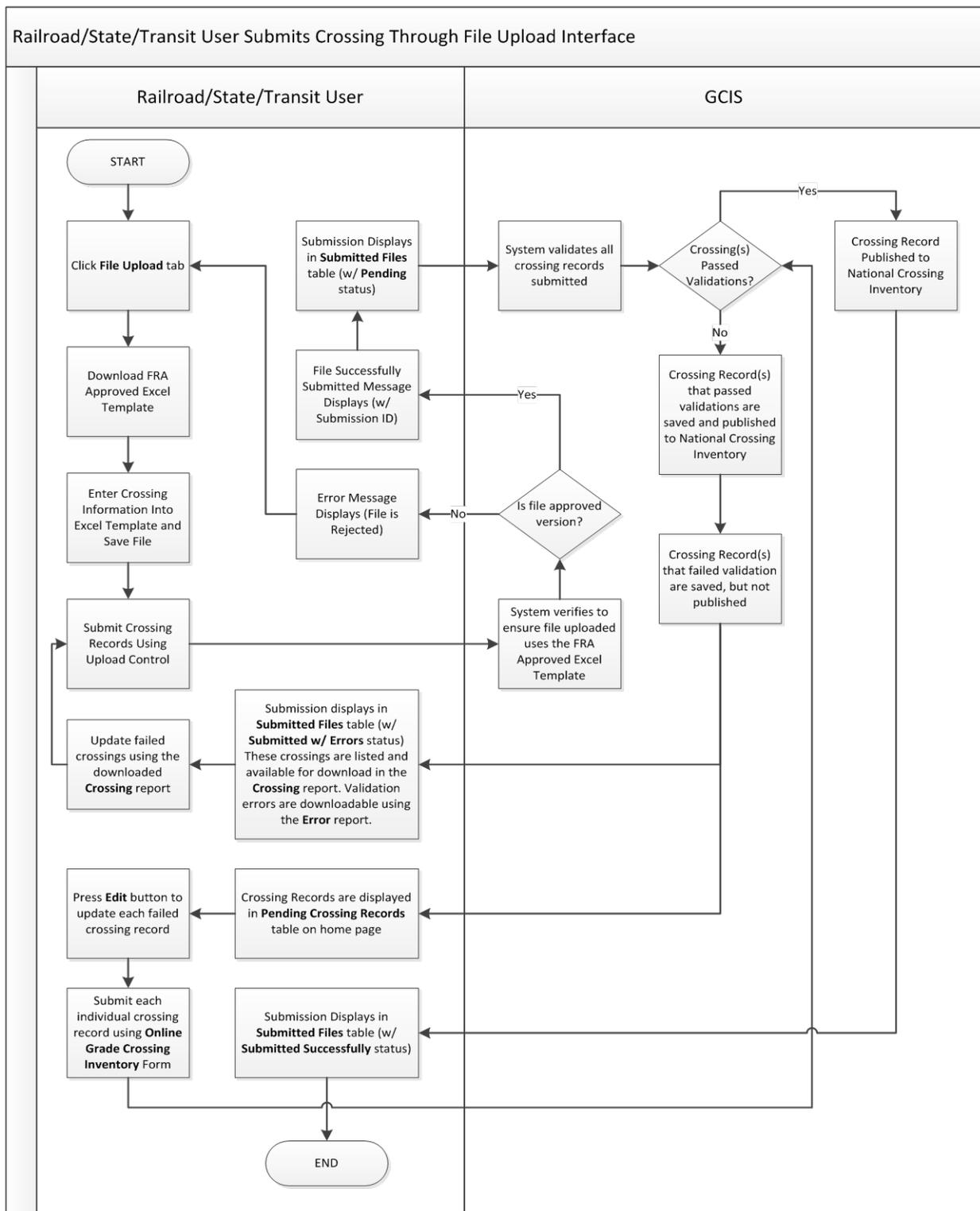


Figure 35. File Upload Workflow Process

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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).

The screenshot shows the 'Upload Multiple Crossing Record' page for Railroad Users. The page header includes the agency name 'CSX Transportation [CSX]' and the user 'Sample Test User (Primary User)'. The navigation menu has tabs for Home, View Crossings, Update Crossings, Add New Crossing, File Upload, User Management, and Help. The main content area is titled 'Upload Multiple Crossing Record' and includes a breadcrumb 'GCIS Home > File Upload'. The text explains that users can submit multiple records at once and provides instructions on how to download the Excel template. A callout box points to the 'Browse...' button, labeled 'FRA Approved Excel Template for Railroad Users'. Below the text is a 'File to upload:' field with a 'Browse...' button and a 'Submit' button. At the bottom, there are two links for downloading the Excel template: 'Grade Crossing Inventory Form Template v2.1.0.0 Rel 10-02-2015 – Railroad Submitting Full Inventory Form' and 'Grade Crossing Inventory Form Template v2.1.0.0 Rel 10-02-2015 – Railroad Submitting Only Train Count Data'. A note at the bottom states: 'NOTE: Only Microsoft Excel 2007 or newer is supported.'

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

The screenshot shows the 'Upload Multiple Crossing Record' page for State Users. The page header includes the agency name 'VIRGINIA' and the user 'Lili Tran (VA) (Primary User)'. The navigation menu has tabs for Home, View Crossings, Update Crossings, File Upload, User Management, and Help. The main content area is titled 'Upload Multiple Crossing Record' and includes a breadcrumb 'GCIS Home > File Upload'. The text explains that users can submit multiple records at once and provides instructions on how to download the Excel template. A callout box points to the 'Browse...' button, labeled 'FRA Approved Excel Template for State Users'. Below the text is a 'File to upload:' field with a 'Browse...' button and a 'Submit' button. At the bottom, there is a link for downloading the Excel template: 'Grade Crossing Inventory Form Template v2.1.0.0 Rel 10-02-2015 – State'. A note at the bottom states: 'NOTE: Only Microsoft Excel 2007 or newer is supported.'

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.

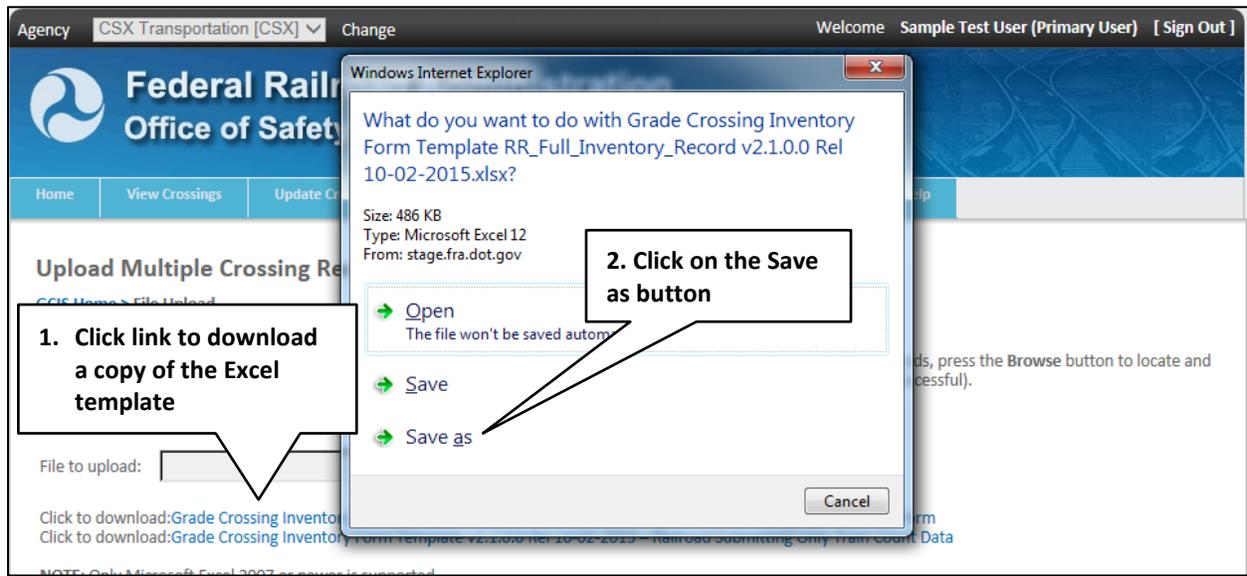


Figure 38. Download the FRA Approved Excel Template

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.

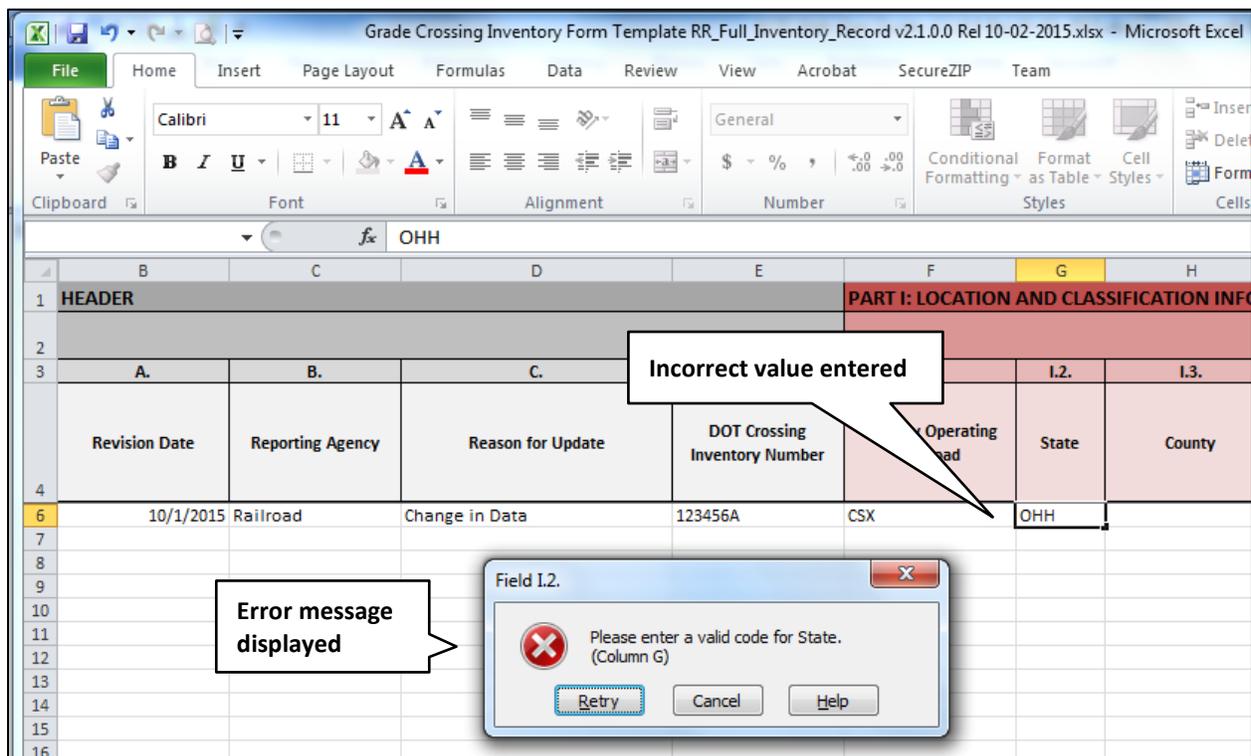


Figure 39. State Field Failed Validation Requirement

- 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.
6. When you're ready to submit the file for processing, press the **Submit** button.

Note: If the incorrect file was selected, you can repeat step 1 – 5 to choose another file.

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.

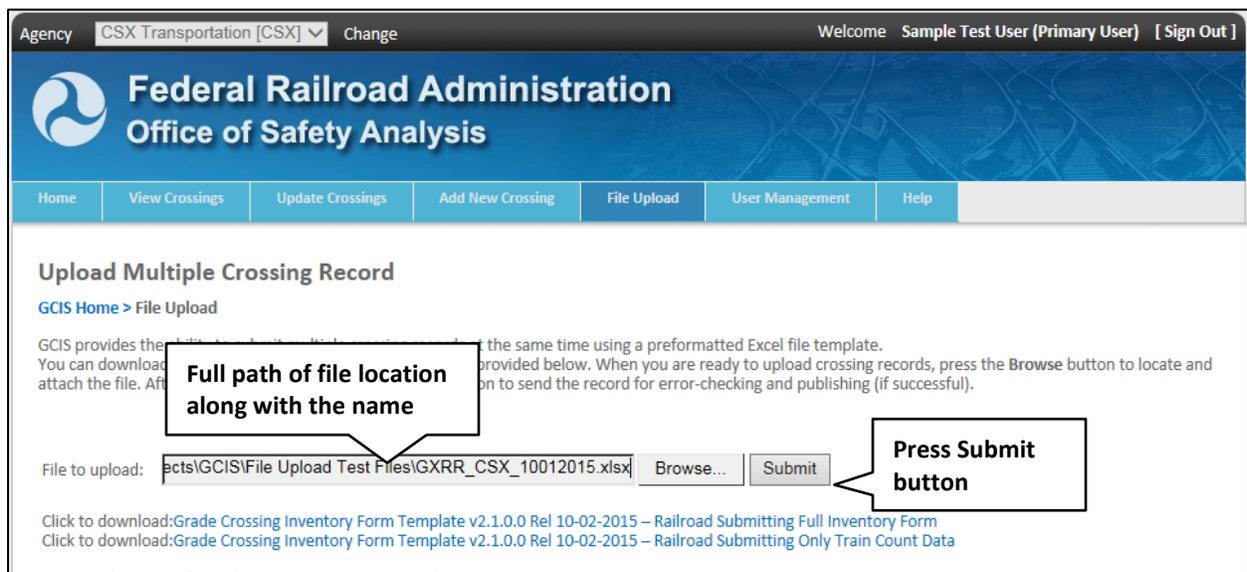


Figure 40. Choosing a File to Upload and Submit

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.

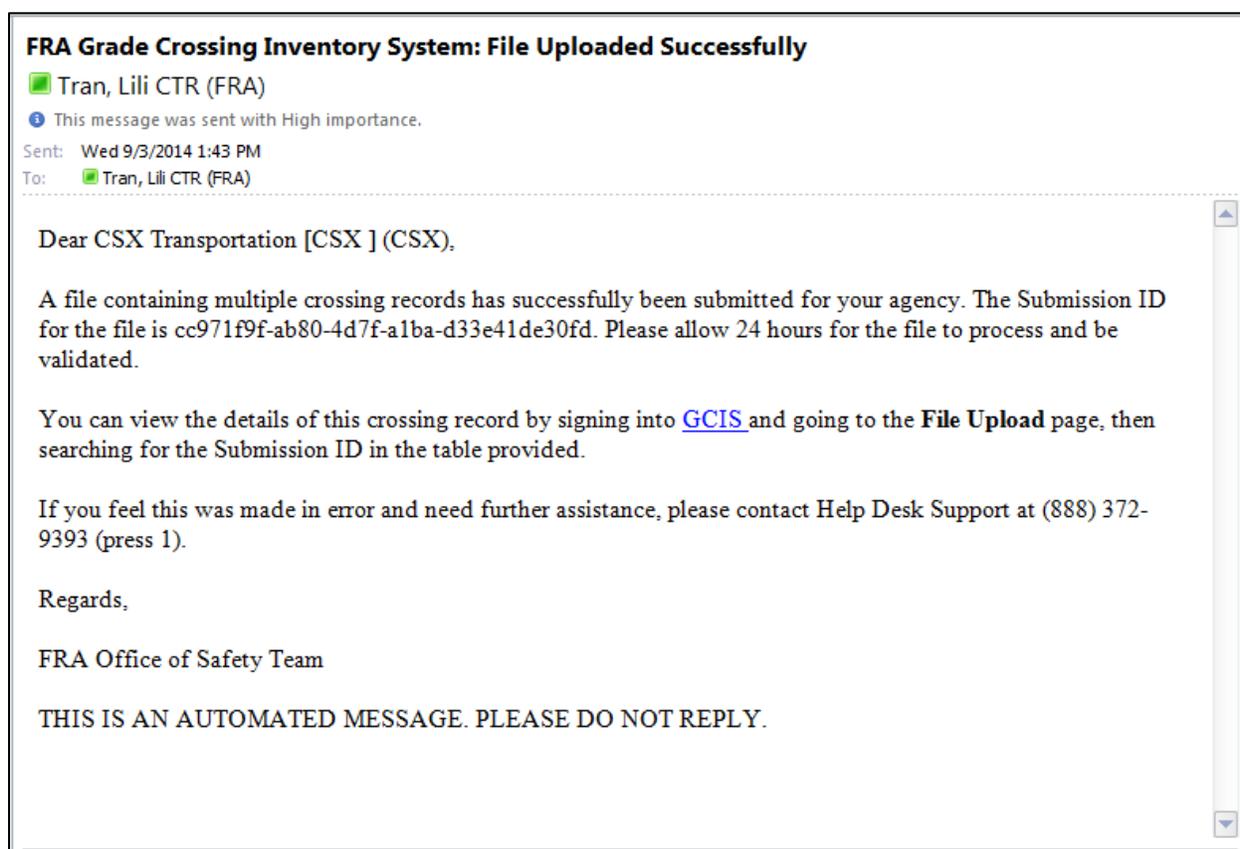


Figure 42. Sample File Upload Successful Email Notification

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. It includes a 'File to upload:' field with 'Browse...' and 'Submit' buttons. Below this are links to download Excel templates. A 'NOTE' states that only Microsoft Excel 2007 or newer is supported. There is a search section with a 'Submission ID' field, a 'Status' dropdown, and a 'Search' button. The 'Submitted Files' table has columns for File Name, Agency, Submission ID, Submission Date, Submitted By, Current Status, Errors, and Crossings. Two rows are visible: one with status 'Pending' and one with status 'Submitted w/ Errors'. A callout box points to the 'Errors' button in the second row. At the bottom, a download prompt asks 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.

File Download

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

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

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

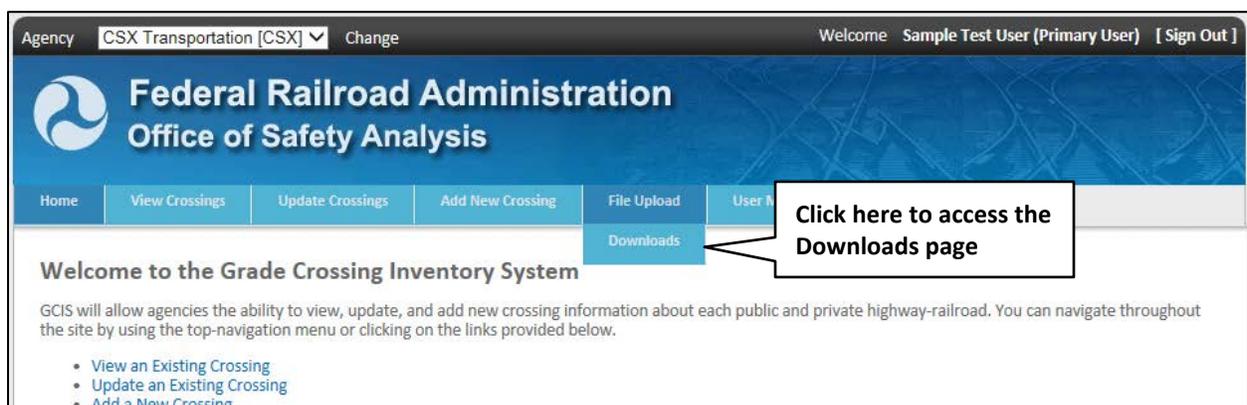


Figure 44: Accessing the Downloads Page

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

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

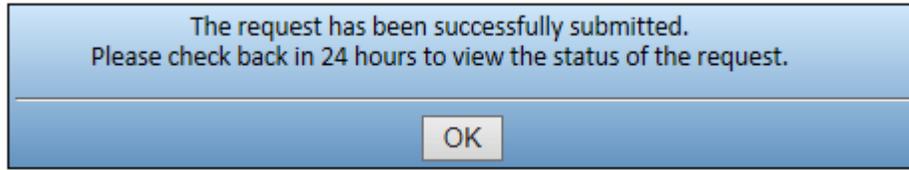


Figure 45: Confirmation Message

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

A screenshot of the GCIS web application interface. The top navigation bar shows the agency as "CSX Transportation [CSX]" and the user as "Sample Test User (Primary User)". The main header features the Federal Railroad Administration Office of Safety Analysis logo and a navigation menu with items like Home, View Crossings, Update Crossings, Add New Crossing, File Upload, User Management, Reports, and Help. The main content area is titled "Download Crossings Records" and includes a "Submit a Download Request" button. Below this is a table of "Data Files" with columns for Id, File Type, Agency, Request Date, Requested By, Current Status, File, and File. A single row is visible with Id 13, File Type Full, Agency CSX, Request Date 1/11/2016 9:24:05 AM, Requested By itr@csx.com, Current Status Pending, and a Download button. The footer contains links for "View Privacy Policy" and "Contact Us".

Id	File Type	Agency	Request Date	Requested By	Current Status	File	File
13	Full	CSX	1/11/2016 9:24:05 AM	itr@csx.com	Pending		Download

Figure 46: Download Request Pending Table

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

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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 Reports Help

Download Crossings Records

GCIS Home > File Download

GCIS provides you the ability to download all crossing records (for your agency) that have been published out to the National Crossing Inventory Records database into the preformatted FRA Approved Excel file template. A request must be submitted by pressing the "Submit a Download Request" button. Once the file has been generated, the "Download" button will be enabled. Depending on the number of crossing records for your agency, the request could take up to 48 hours to process. In addition, the files will be compressed and included in a ZIP file. You must have a ZIP extractor in order to open the file(s).
Note: You may only submit one request at a time. If a new request is submitted, the previous file will no longer be available for download.

Submit a Download Request

Id	File Type	Agency	Request Date	Requested By	Current Status	File	File
13	Full	CSX	1/11/2016 9:24:05 AM	ltran@csx.com	Ready	CSX.zip	Download

View Privacy Policy | Contact Us

Figure 47: File is Ready for Download

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

Submit a Download Request

Id	File Type	Agency	Request Date	Requested By	Current Status	File	File
13	Full	CSX	1/11/2016 9:24:05 AM	ltran@csx.com	Ready	CSX.zip	Download

View Privacy Policy | Contact Us

Click on the down arrow, and then select Save as.

Do you want to open or save CSX.zip (160 KB) from test.fra.dot.gov? Open Save Cancel

Figure 48: IE Browser User Prompting to Download the File

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

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User Management

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

Understanding the Manage GCIS Users Page

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

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

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ings Add New Crossing File Upload User Management Help

Update your profile info (and your Secondary Users)

GCIS Home User Management

User Profile Pending Secondary Users Active Secondary Users Inactive Secondary Users

Manage My Profile

First Name: * Sample Test Last Name: * User Phone Number: * 888-888-8888

I wish to receive the following types of email notifications:

Delegation ? Crossing Data Submitted for my Agency ? User Account Updates ?

Update My Profile

Help text related to each notification type

Click to save your changes

Manage My Users

Manage your Secondary Users account

View Privacy Policy | Contact Us

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

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

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

Manage GCIS Users Active/Inactive/Pending Secondary Users tabs not visible

GCIS Home > User Management

User Profile

Manage My Profile

First Name: * Sample Secondary Last Name: * Test User Phone Number: * 999-999-9999

I wish to receive the following types of email notifications:

Delegation Crossing Data Submitted for my Agency User Account Updates

Update My Profile

Manage My Users section not visible

Click to save your changes

View Privacy Policy | Contact Us

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

User Profile

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

Manage My Profile

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

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

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

Manage My Profile

First Name: * Sample Test Last Name: * User Phone Number: * 888-888-8889

I wish to receive the following types of email notifications:

Delegation Crossing Data Submitted for my Agency User Account Updates

Update My Profile

Figure 51. Manage My Profile Section

Federal Railroad Administration Highway-Rail Crossing Division

Manage My Users

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

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

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 52. Manage My Users Section

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

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 <input type="button" value="v"/>	<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 53. Selected Row in Edit Mode

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

Federal Railroad Administration Highway-Rail Crossing Division

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 54).



Figure 54. Secondary User Profile Information Update Successful Message

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

Pending/Active/Inactive Secondary Users

These tabs will only be displayed for Primary Users. The **Pending Secondary Users** tab will be displayed only if the agency has a newly registered Secondary User and requires the Primary User to review the request. The **Active Secondary Users** tab will be displayed listing all active users of the agency. The **Inactive Secondary Users** tab will only be displayed if there are inactive users of the agency (Figure 55).

Federal Railroad Administration Highway-Rail Crossing Division

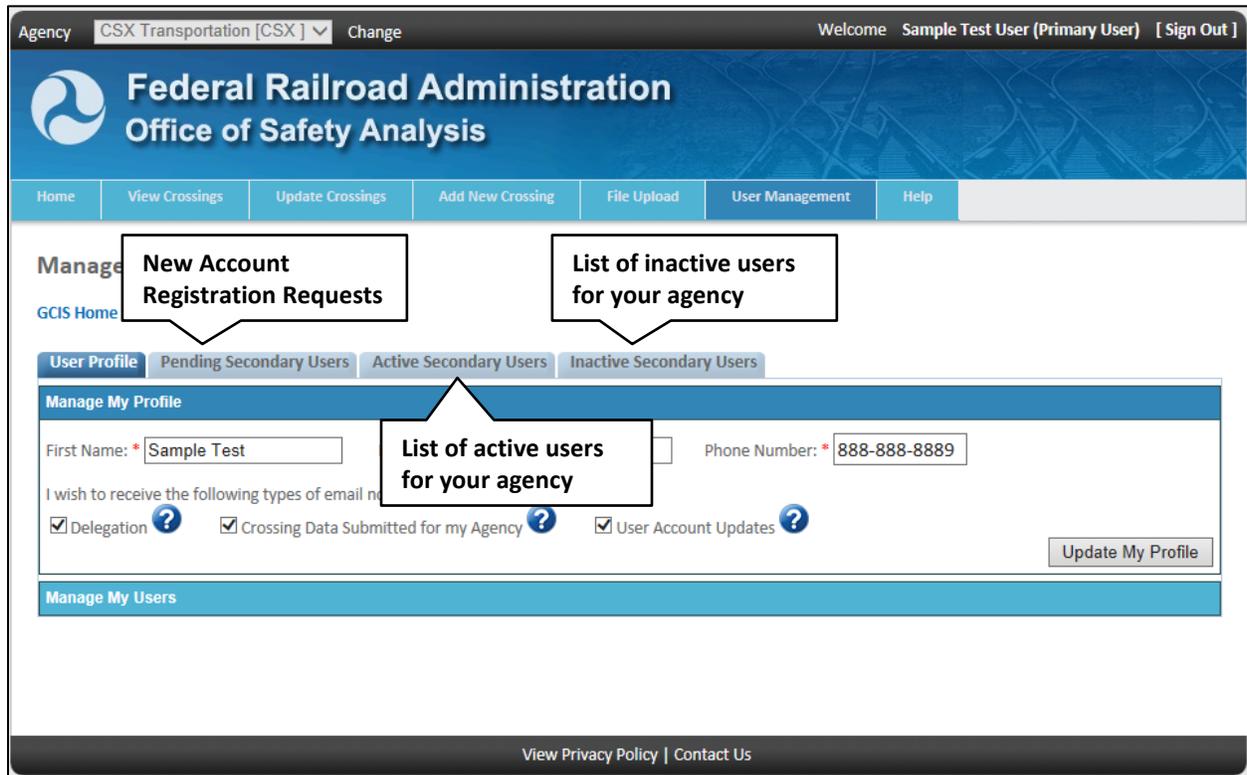


Figure 55. Pending/Active/Inactive Secondary Users Tab

Pending Secondary Users

1. Click on the **Pending Secondary Users** tab. The system will display a table listing all new registration requests for your agency (Figure 56).
Note: A **Legend** will also be displayed providing a brief description of what each image located under the **Email Status** column means.

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

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Manage G
GCS 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 56. Pending Secondary Users Table

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

Federal Railroad Administration Highway-Rail Crossing Division

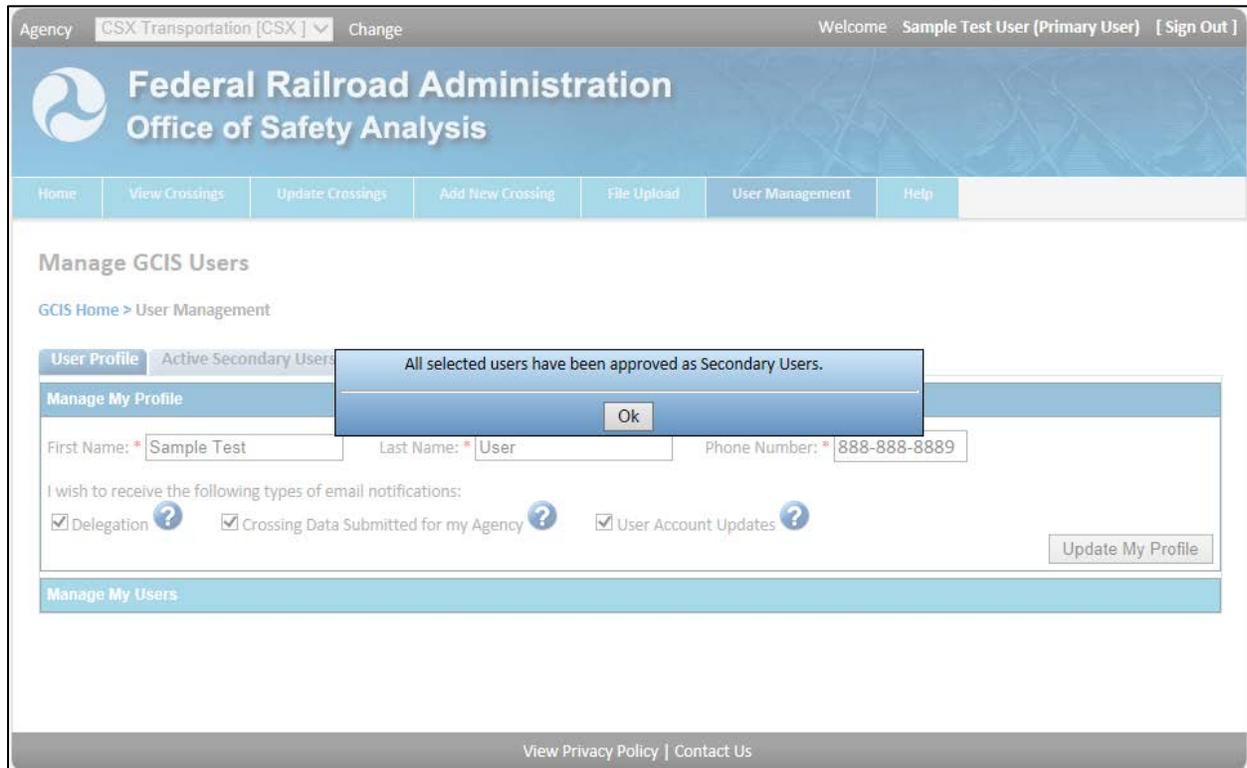


Figure 57. Confirmation Message for Approved Secondary Users

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 58).
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]

Federal Railroad Administration
Office of Safety Analysis

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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	Green Square	
<input type="checkbox"/>	jane.doe.test@test.com	Jane	Doe	Red Circle	
<input type="checkbox"/>	sample.test.user@test.com	Sample Test	User	Red Circle	
<input type="checkbox"/>	seconduser@csx.com	CSX	Secondary	Green Square	

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 58. Active Secondary Users Table

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

Inactive Secondary Users

1. Click on **Inactive Secondary Users** tab. The system will display a table listing all inactive Secondary Users for your agency (Figure 59).
Note: A **Legend** will also be displayed providing a brief description of what each image located under the **Email Status** column means.

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

Manage
GCS 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 59. Inactive Secondary Users Table

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

Delegations

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

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

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

The screenshot shows the 'Delegations' page in the GCIS system. The breadcrumb trail is 'GCIS Home > User Management > Delegations'. The table below shows the delegation details:

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

Callout boxes provide additional context: 'Railroad B (CSX) has been delegated to update Railroad A crossing records' points to the first row, and 'Railroad B (CSX) has delegated and granted State A and Railroad A access to update crossing records on behalf of Railroad B (CSX)' points to the second and third rows.

Figure 60. Delegations Table

Update Crossing Record on Behalf of the Delegating Agency

1. Click on the **Home** tab (or click on **GCIS Home** link located in the breadcrumb).
2. The **Agency** drop-down list will be enabled as depicted in Figure 61.

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

The screenshot shows the 'Home' page of the GCIS system. The breadcrumb trail is 'GCIS Home > Home'. The 'Agency' drop-down list is enabled and shows 'CSX Transportation [CSX]'. A callout box points to the drop-down list with the text 'Agency drop-down list enabled'. The page content includes a welcome message and navigation links:

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 61. Changing to a Different Agency

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

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 62. Update Crossings Page on Behalf of the Delegating Agency

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

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

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

A. Rev: 09/03

FRA Internal

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

D. DOT Crossing Inventory Number: 097020F

Part I: Location and Classification Information

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

2. State: WA

3. County: COLUMBIA

4. City/Municipality: [WATERBURG]

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

6. Highway Type & No:

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

6. Follow the steps documented in the Update an Existing Crossing Inventory Record section to successfully update the crossing record.
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.

Reports

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

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

Understanding the Reports Page

Navigation

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



Figure 64. Reports Page

Page Numbers

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

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

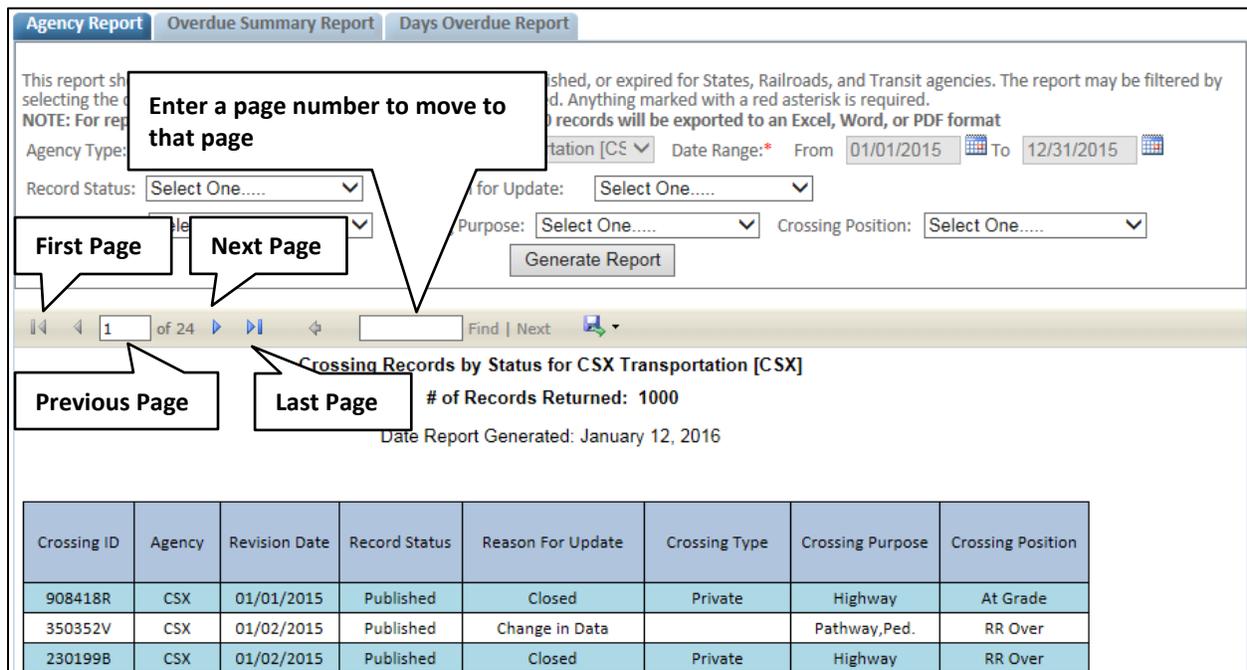


Figure 65. Report Paging

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Export Report

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

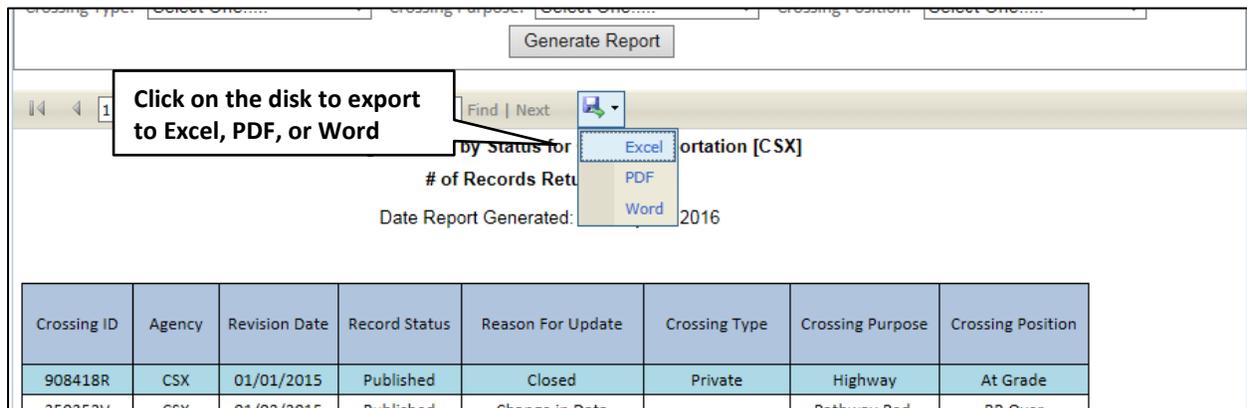


Figure 66. Export and Save a Copy of the Report

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

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.

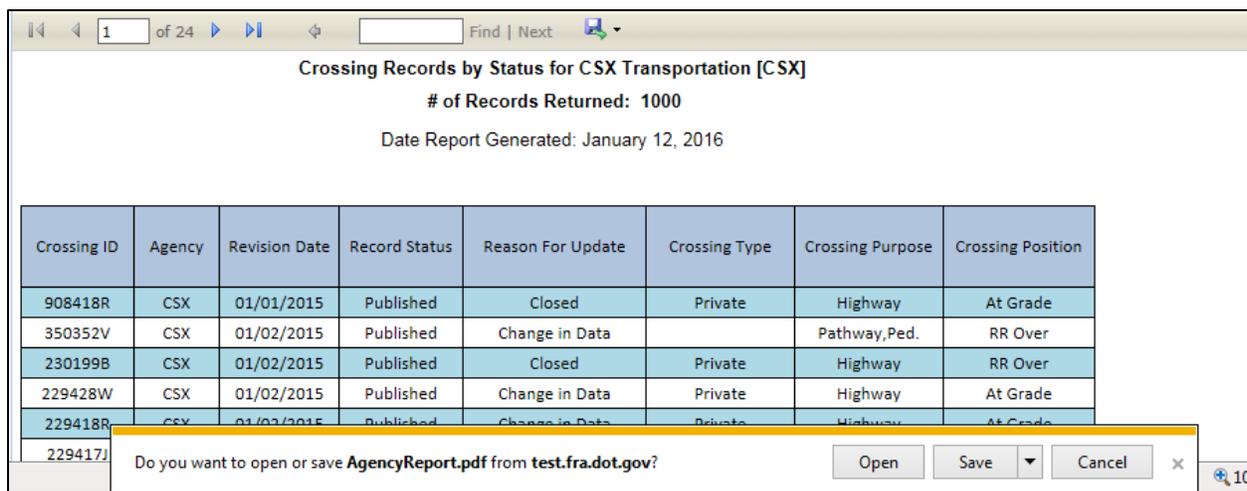


Figure 67. Prompt to Save the File (IE Browser Users)

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

Federal Railroad Administration Highway-Rail Crossing Division

then press the **Save** button.

Agency Report

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

The screenshot shows the 'Agency Report' interface. At the top, there are three tabs: 'Agency Report', 'Overdue Summary Report', and 'Days Overdue Report'. Below the tabs is a text box explaining the report's scope and a note about record limits. The filter section includes dropdown menus for Agency Type (Railroad), Agency (CSX Transportation [CS]), Date Range (From 01/01/2015 to 12/31/2015), Record Status, Reason for Update, Crossing Type, Crossing Purpose, and Crossing Position. A 'Generate Report' button is located below the filters. Below the filters is a navigation bar with '1 of 24' records and a 'Find | Next' button. The main content area displays the title 'Crossing Records by Status for CSX Transportation [CSX]', the number of records returned (1000), and the date the report was generated (January 12, 2016). A table with 8 columns (Crossing ID, Agency, Revision Date, Record Status, Reason For Update, Crossing Type, Crossing Purpose, Crossing Position) displays the first six records.

Crossing ID	Agency	Revision Date	Record Status	Reason For Update	Crossing Type	Crossing Purpose	Crossing Position
908418R	CSX	01/01/2015	Published	Closed	Private	Highway	At Grade
350352V	CSX	01/02/2015	Published	Change in Data		Pathway,Ped.	RR Over
230199B	CSX	01/02/2015	Published	Closed	Private	Highway	RR Over
229428W	CSX	01/02/2015	Published	Change in Data	Private	Highway	At Grade
229418R	CSX	01/02/2015	Published	Change in Data	Private	Highway	At Grade
229417J	CSX	01/02/2015	Expired	Change in Data	Private	Highway	At Grade

Figure 68. Agency Report Generated

Overdue Summary Report

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

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Agency Report **Overdue Summary Report** Days Overdue Report

This report shows a summary of all agencies that have not updated their inventory records on time.

Generate Report

1 of 1 Find | Next

Overdue Summary Report

Date Report Generated: January 12, 2016

Railroad	# of Overdue Crossings	Total Crossings	% of Crossings Overdue
CSX	1579	53409	2.96%

1 of 1

Figure 69. Overdue Summary Report

Days Overdue Report

1. Click on the **Days Overdue Report** tab.
2. You can generate the report to return the results for a specific agency by completing the **Agency Type** and **Agency** field.
Note: This is optional.
3. Press the **Generate** button.
4. When the report is ready for viewing, it will be displayed below the Generate button (Figure 70).

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Agency Report
Overdue Summary Report
Days Overdue Report

This report shows the agencies that have not updated their inventory records on time. You may filter the results either by using the Agency Type and Agency drop-down menus below.

NOTE: For reports that return over 1,000 records, only the first 1,000 records will be exported to an Excel, Word, or PDF format

Agency Type: Railroad Agency: CSX Transportation [CSX]

1 of 24 Find | Next

Days Overdue Report
of Crossings Overdue: 1000
Date Report Generated: January 12, 2016

Crossing ID	Railroad	Revision Date	Crossing Type	Crossing Purpose	Crossing Position	# of Days Overdue
621532T	CSX	08/15/1988		Pathway, Ped.	At Grade	8916
628390D	CSX	10/03/1989	Private	Highway	At Grade	8502
628391K	CSX	10/03/1989	Private	Highway	At Grade	8502
624601J	CSX	12/31/1989	Private	Highway	At Grade	8413
624602R	CSX	12/31/1989	Private	Highway	At Grade	8413
626372Y	CSX	12/31/1997	Private	Highway	At Grade	5491
147083A	CSX	01/17/1998	Private	Highway	At Grade	5474
637899L	CSX	02/05/1998	Public	Highway	At Grade	5455

Figure 70: Days Overdue Report

GCIS Help

GCIS provides a **Help** section containing frequently asked questions (FAQs), documents available for download, system/application release notes, and contact information. GCIS Q&As can be found under the FAQs tab, documentation is located under the **Reference Documents** tab, and information on how to contact FRA for support can be found under the **Contact FRA** tab (Figure 71).

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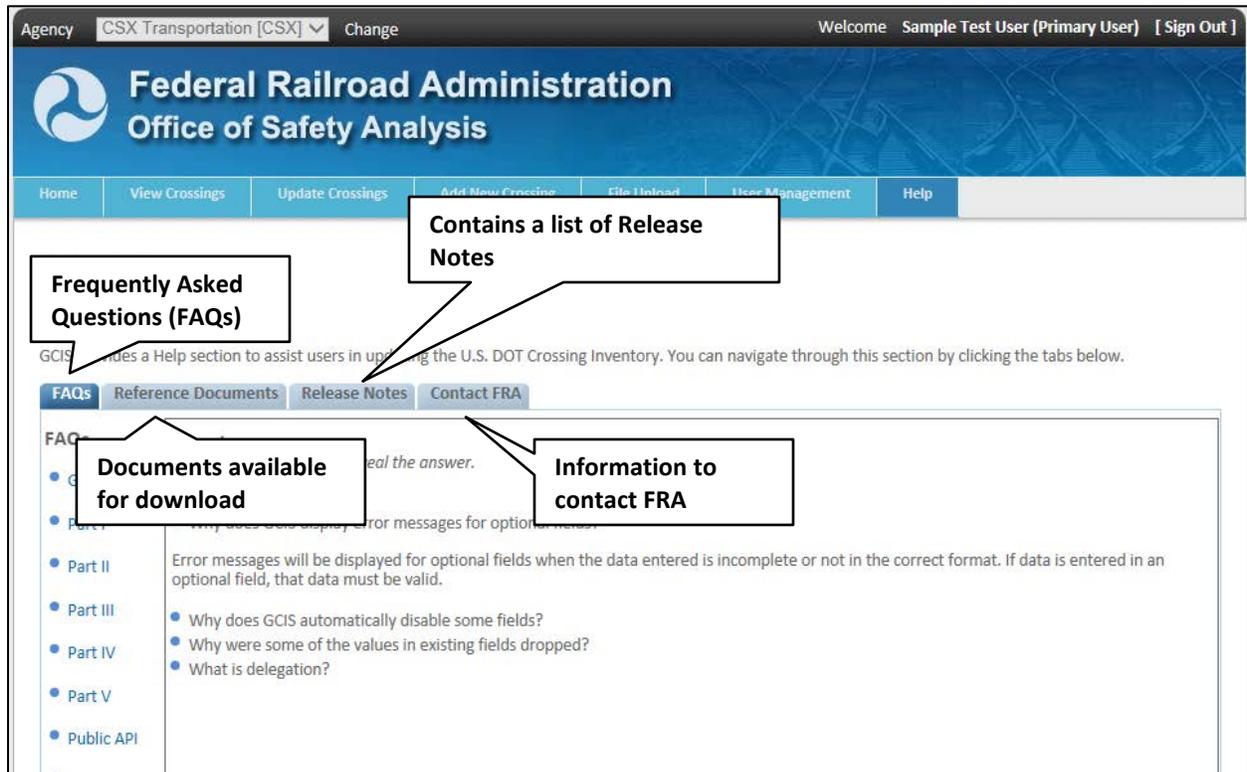


Figure 71. GCIS Help Page

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 72).

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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?

Figure 72. FAQs Section

Reference Documents

1. Click on the **Reference Documents** tab (Figure 73).

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

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 v2.2.0.0 Rel 11-13-2015
- GCIS Electronic Submissions Instructions v2.2.0.0 Rel 11-13-2015
- Grade Crossing Inventory Form Template v2.2.0.0 Rel 11-13-2015 - Railroad Submitting Full Inventory Form
- Grade Crossing Inventory Form Template v2.2.0.0 Rel 11-13-2015 - Railroad Submitting Only Train Count Data

Figure 73. 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 74).



Figure 74: 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 75).

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Figure 75. 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 76).



Figure 76. 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? ▾
Security Answer: * Test
User Request Type: * Primary Secondary ?
Agency Type: * RAILROAD ▾
Agency: * CSX Transportation [CSX] ▾
[What if my agency is not listed?](#)

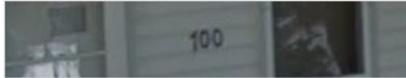
Enter code as shown: *  
100 [Privacy & Terms](#)

Figure 77. 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 78). 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 78. Registration Successfully Submitted

Reset Password

1. Click on the **Forgot Password?** link located on the **GCIS Sign In** page (Figure 79).

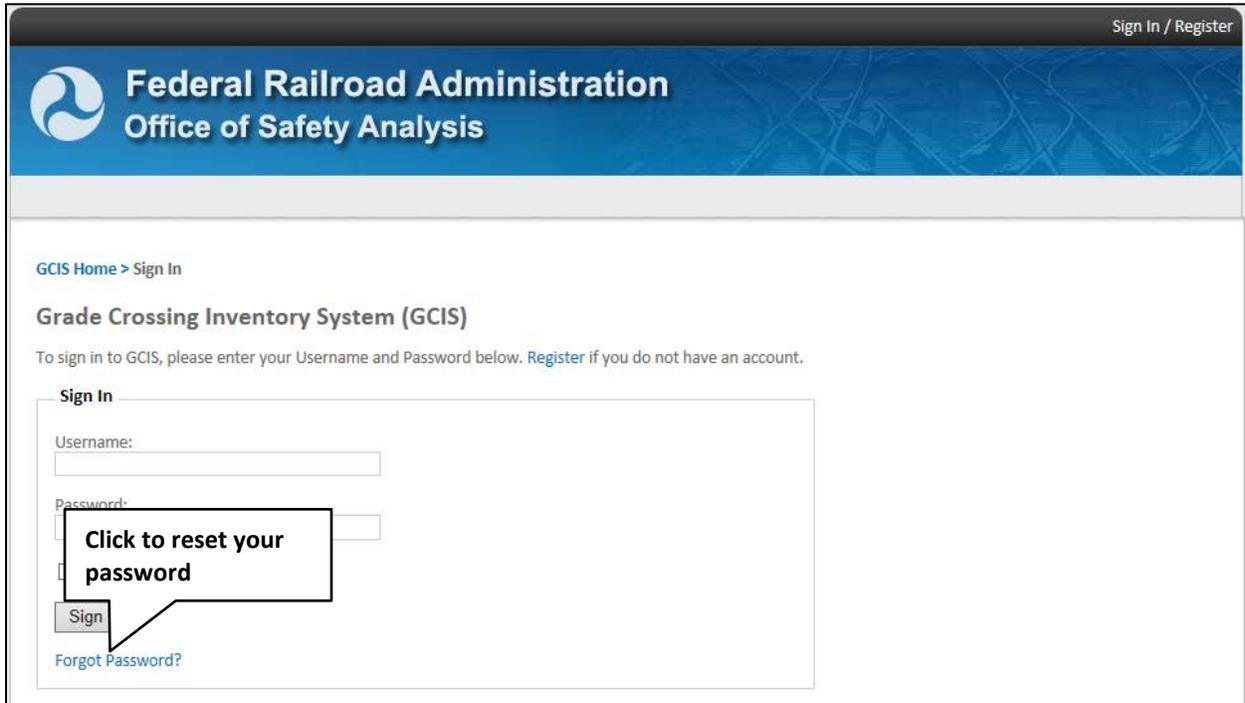


Figure 79. Forgot Password? Link on Sign In Page

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 80).

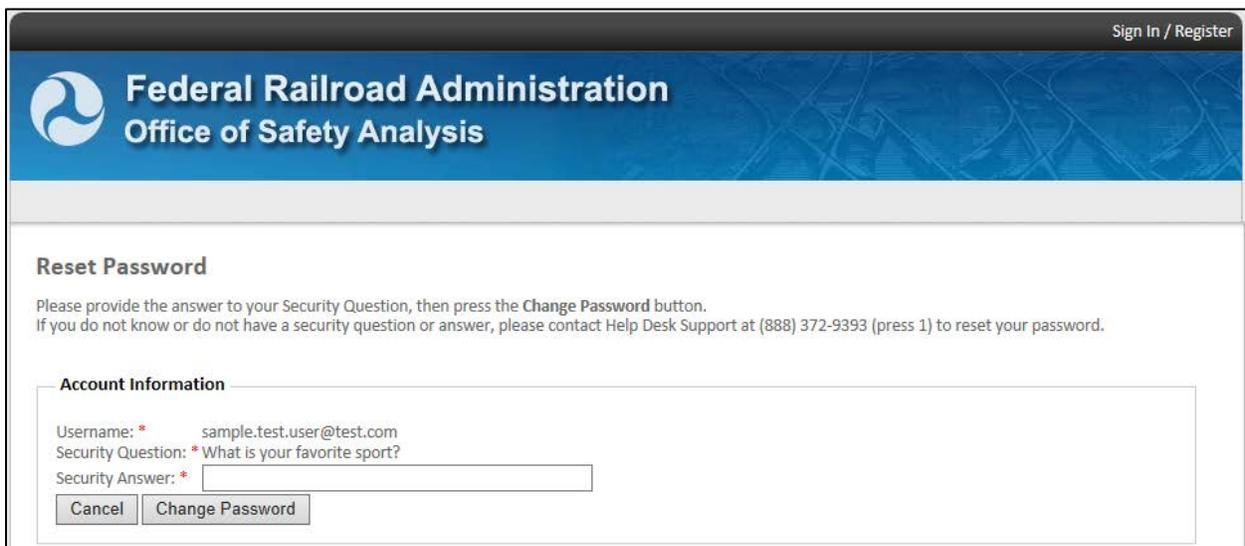


Figure 80. Security Answer on Reset Password Page

4. If the Security Answer provided is correct, the system will display a Success message (Figure 81). 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 81. 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 82).

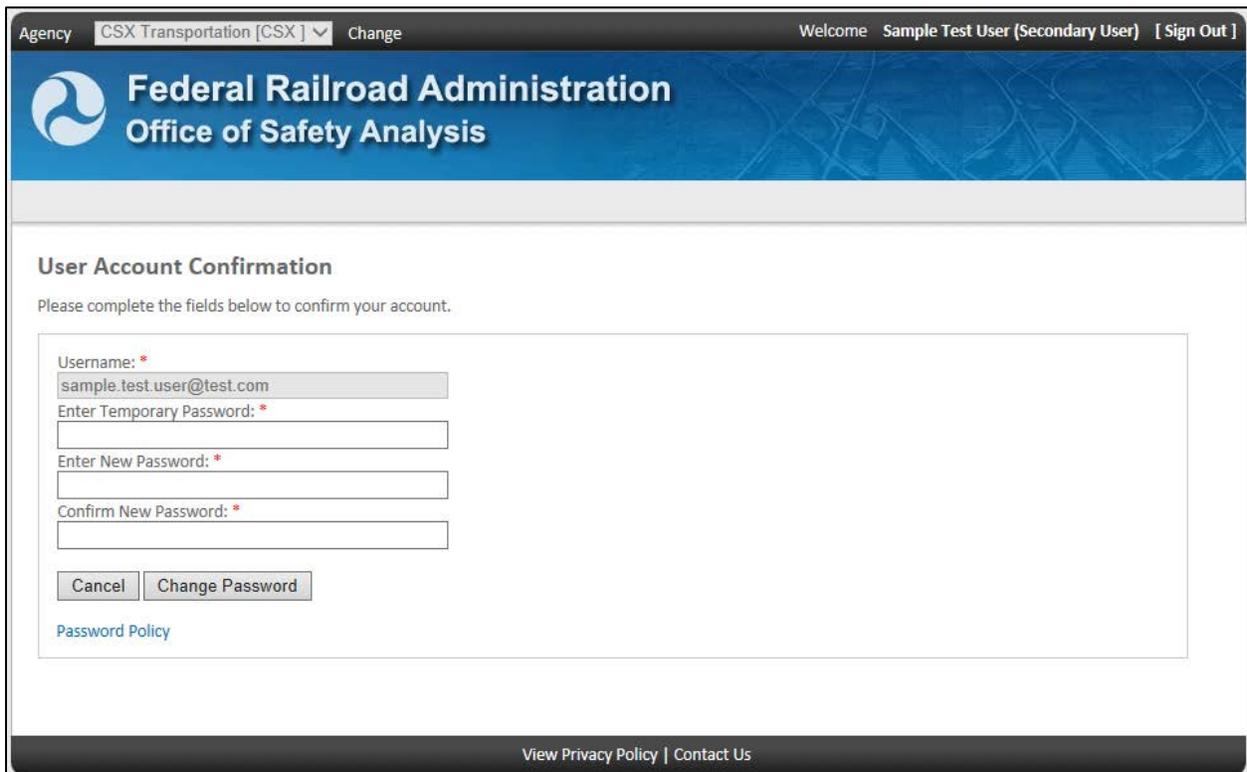


Figure 82. User Account Confirmation Page

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



Figure 83. Temporary Password Successfully Updated Message