



**FRA Web User Guide  
Grade Crossing Inventory System  
(GCIS) v3.2.0  
Release Date: 06/21/2022  
Document Revision Date: 06/07/2022**

**U.S. Department of Transportation  
Federal Railroad Administration**

---

**Office of Railroad Safety**

This page left intentionally blank

## Revision Summary

Revision Date	Document Version	Revision Class	Summary
03/06/2015	1.0	Major	Initial Availability
10/02/2015	2.0	Major	Revised and edited document to support Release 2.1.0.0 enhancements to include: Page 36, Figures 36 – 37 Page 37-42, Figures 38 – 43 Page 56, Figure 61
11/13/2015	3.0	Major	Revised and edited document to support Release 2.1.0.0 enhancements to include: Page 18 – 19, Figure 15 Page 20, Figure 18 Page 29, Figure 28 Page 56, Figure 61 Page 57, Figure 62
01/15/2016	4.0	Major	Revised and edited document to support Release 2.3.0.0 enhancements
02/12/2016	5.0	Major	Updated all figures to reflect changes in navigation menus Added Multiple Accounts section Page 68 – 69
12/28/2016	5.1	Minor	Minor grammatical and typographical errors corrected throughout
02/17/2017	5.2	Minor	Revised and edited document to support Release enhancements to include: Page 19, Figure 17 Pages 36-37, Excel spreadsheet names
12/01/2017	5.3	Minor	Revised and edited document to support Release 2.7.0.0 enhancements to include: Pages 36-37, Excel spreadsheet names Page 37, updated Excel version to 2010 Page 43, Unhandled Errors Page 63, Unhandled Errors report
05/04/2018	5.4	Minor	Revised and edited document to support Release 2.8.0.0 enhancements to include: Page 26, email notification for crossing update Page 32, email notification for new crossing Page 40, email notification for uploads using the Excel template
07/02/2019	5.5	Minor	Revised and edited document to support Release 2.9.0.0 enhancements to include: Updated page 1 value RRS 23 to RRS 22
04/30/2020	5.6	Minor	Updated Release Version and Dates
02/22/2021	5.7	Minor	Revised and edited document, to include:

---

**Federal Railroad Administration Highway-Rail Crossing Division**

---

			Updated Release version and dates Updated Table of Contents and List of Figures Page 64, added e-mail contact if HSR Corridor or MUTCD Code is not found in the related drop-down lists Added Appendix A to provide GCIS Functionalities for Certain Data Field Items
06/13/2022	5.8	Minor	Revised and edited document, to include: Updated Release version and dates Updated Table of Contents, including adding Pending Record Notification and Cancellation Updated page numbers in Table of Contents and in List of Figures After Figure 13 in the Pending Crossing Records Tab section was updated for the timeframe of the pending record cancellation. Pending Record Notification and Cancellation section added a Note regarding section the time frame for cancellation.

## Table of Contents

<b>Section 1. Before You Begin .....</b>	<b>9</b>
<b>GCIS Is a Role-Based System .....</b>	<b>9</b>
<b>GCIS Employs Several Navigation Options.....</b>	<b>9</b>
Top Navigation Tabs .....	9
Hyperlinks .....	9
Breadcrumbs.....	11
Page Numbers.....	11
<b>GCIS Web Session Management .....</b>	<b>12</b>
<b>GCIS Home Page .....</b>	<b>12</b>
Site Header .....	13
Site Footer.....	14
Quick Links .....	14
Pending Crossing Records Tab.....	14
Multiple Forms Filed: Action(s) Needed Tab .....	16
<b>Section 2. GCIS Pages .....</b>	<b>17</b>
<b>Online Grade Crossing Inventory Form .....</b>	<b>17</b>
Understanding the Online Grade Crossing Inventory Form (Full Inventory Record) .....	17
Understanding the Online Grade Crossing Inventory Form (Railroad Data Only) .....	22
<b>View an Existing Crossing Record.....</b>	<b>23</b>
<b>Updating an Existing Crossing Inventory Record .....</b>	<b>26</b>
Pending Record Notification and Cancellation.....	30
<b>Add a New Crossing Inventory Record .....</b>	<b>32</b>
<b>File Upload .....</b>	<b>34</b>
Workflow .....	35
FRA Approved Excel File Template .....	36
Download the Excel File Template .....	36
Understanding the FRA Approved Excel File .....	37
Upload and Submit Using the FRA Approved Excel File Template .....	38
Download the Error Report .....	40
Download the Crossing Report.....	41
Unhandled Errors.....	42
File Download .....	42
<b>User Management .....</b>	<b>45</b>
Understanding the Manage GCIS Users Page.....	45
User Profile .....	46
Manage My Profile .....	46
Manage My Users .....	46
Pending/Active/Inactive Secondary Users .....	48
Delegations .....	52
Update Crossing Record on Behalf of the Delegating Agency .....	53
<b>Reports.....</b>	<b>55</b>
Understanding the Reports Page.....	55
Agency Report.....	57
Overdue Summary Report .....	58
Days Overdue Report.....	58

## Federal Railroad Administration Highway-Rail Crossing Division

---

Unhandled Errors Report.....	59
<b>GCIS Help.....</b>	<b>60</b>
FAQs.....	61
Reference Documents .....	61
Release Notes .....	63
Contact FRA .....	63
<b>Section 3. User Account Registration .....</b>	<b>64</b>
<b>New Account .....</b>	<b>64</b>
<b>Multiple Accounts.....</b>	<b>65</b>
<b>Reset Password.....</b>	<b>66</b>
<b>Changing Temporary Password .....</b>	<b>67</b>
<b>APPENDIX A .....</b>	<b>69</b>
<b>GCIS Functionalities for Certain Data Field Items.....</b>	<b>69</b>

### Table of Figures

Figure 1. GCIS Top Navigation Tabs .....	9
Figure 2. GCIS Links .....	10
Figure 3. Update an Existing Crossing Page .....	10
Figure 4. Breadcrumb Navigation Trail .....	11
Figure 5. Advance Using Page Numbers .....	11
Figure 6. Advance Using Page Arrows .....	11
Figure 7. Session Timeout Notification Window .....	12
Figure 8. GCIS Home Page.....	13
Figure 9. GCIS Site Header .....	14
Figure 10. Site Footer.....	14
Figure 11. Home Page Quick Links.....	14
Figure 12. Pending Crossing Records Tab .....	15
Figure 13. Cancelling a Pending Record.....	15
Figure 14. Multiple Forms Filed: Action(s) Needed Tab .....	17
Figure 15. Online Inventory Form Features- Part 1 of 2 .....	18
Figure 16. Online Inventory Form Features- Part 2 of 2 .....	19
Figure 17. Header Information .....	19
Figure 18. Part I: Location and Classification Information.....	20
Figure 19. Part II: Railroad Information .....	21
Figure 20. Part III: Highway or Pathway Traffic Control Device Information .....	21
Figure 21. Part IV: Physical Characteristics .....	22
Figure 22. Part V: Public Highway Characteristics .....	22
Figure 23. Online Grade Crossing Inventory Record.....	23
Figure 24. View an Existing Crossing Inventory Record Page .....	24
Figure 25. View an Existing Crossing Inventory Record .....	25
Figure 26. Online Grade Crossing Inventory Form (Railroad Data Only) in View Mode .....	26
Figure 27. Update an Existing Crossing Inventory Record Page .....	27

## Federal Railroad Administration Highway-Rail Crossing Division

---

Figure 28. Online Grade Crossing Inventory Form (Full Inventory Record) in Update Mode .....	28
Figure 29. Message Indicating the Record Failed Validation .....	29
Figure 30. Panel Displaying Validation Errors .....	29
Figure 31. Submission Successful Confirmation Message .....	30
Figure 32. Open or Save the PDF Crossing Record .....	30
Figure 33. Add a New Crossing Inventory Record Page (Railroad Users) .....	32
Figure 34. Add a New Crossing Inventory Record Page Not Visible for State Users .....	33
Figure 35. File Upload Workflow Process .....	35
Figure 36. Upload Multiple Crossing Records Page (Railroad Users) .....	36
Figure 37. Upload Multiple Crossing Records Page (State Users) .....	36
Figure 38. Download the FRA Approved Excel Template .....	37
Figure 39. State Field Failed Validation Requirement .....	38
Figure 40. Choosing a File to Upload and Submit .....	39
Figure 41. File Uploaded Successfully Confirmation Message .....	39
Figure 42. Sample File Upload Successful Email Notification .....	40
Figure 43. IE Browser User Prompting to Download the File .....	41
Figure 44. Accessing the Downloads Page .....	42
Figure 45. Confirmation Message .....	43
Figure 46. Download Request Pending Table .....	43
Figure 47. File is Ready for Download .....	44
Figure 48. IE Browser User Prompting to Download the File .....	44
Figure 49. User Management Home Page (View for Primary Users) .....	45
Figure 50. User Management Home Page (View for Secondary Users) .....	46
Figure 51. Manage My Profile Section .....	46
Figure 52. Manage My Users Section .....	47
Figure 53. Selected Row in Edit Mode .....	47
Figure 54. Secondary User Profile Information Update Successful Message .....	48
Figure 55. Pending/Active/Inactive Secondary Users Tab .....	48
Figure 56. Pending Secondary Users Table .....	49
Figure 57. Confirmation Message for Approved Secondary Users .....	50
Figure 58. Active Secondary Users Table .....	51
Figure 59. Inactive Secondary Users Table .....	52
Figure 60. Delegations Table .....	53
Figure 61. Changing to a Different Agency .....	53
Figure 62. Update Crossings Page on Behalf of the Delegating Agency .....	54
Figure 63. Online Grade Crossing Inventory Form Updating a Delegated Crossing .....	54
Figure 64. Reports page .....	55
Figure 65. Report Paging .....	56
Figure 66. Export and Save a Copy of the Report .....	56
Figure 67. Prompt to Save the File (IE Browser Users) .....	57
Figure 68. Agency Report Generated .....	57
Figure 69. Overdue Summary Report .....	58
Figure 70. Days Overdue Report .....	59
Figure 71. Unhandled Errors Report .....	60
Figure 72. GCIS Help Page .....	61
Figure 73. FAQs Section .....	61

## Federal Railroad Administration Highway-Rail Crossing Division

---

Figure 74. Reference Documents Section.....	62
Figure 75. Release Notes Section.....	63
Figure 76. Contact FRA Section .....	63
Figure 77. Register Link on Sign In Page .....	64
Figure 78. User Account Registration Page Completed.....	65
Figure 79. Registration Successfully Submitted.....	65
Figure 80. Forgot Password? Link on Sign In Page.....	66
Figure 81. Security Answer on Reset Password Page .....	66
Figure 82. Password Successfully Reset.....	67
Figure 83. User Account Confirmation Page.....	67
Figure 84. Password Successfully Updated Message .....	68
Figure 85. I.25. Quiet Zone Tool Tip is Displayed (I.25) .....	69
Figure 86. Red Border is shown around quantity box for W10-1 (III.2.D) .....	70
Figure 87. Not Required is Checked Off, Installation Date of Current Active Warning Devices is Dimmed (III.3.F.) .....	70
Figure 88. Roadway Gates is Greater than 0, and User can Enter Installation Date of Current Active Warning Devices .....	70

## Table of Tables

Table 1.File Upload Naming Convention .....	38
---	----



## Section 1. Before You Begin

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

### ***GCIS Is a Role-Based System***

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

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

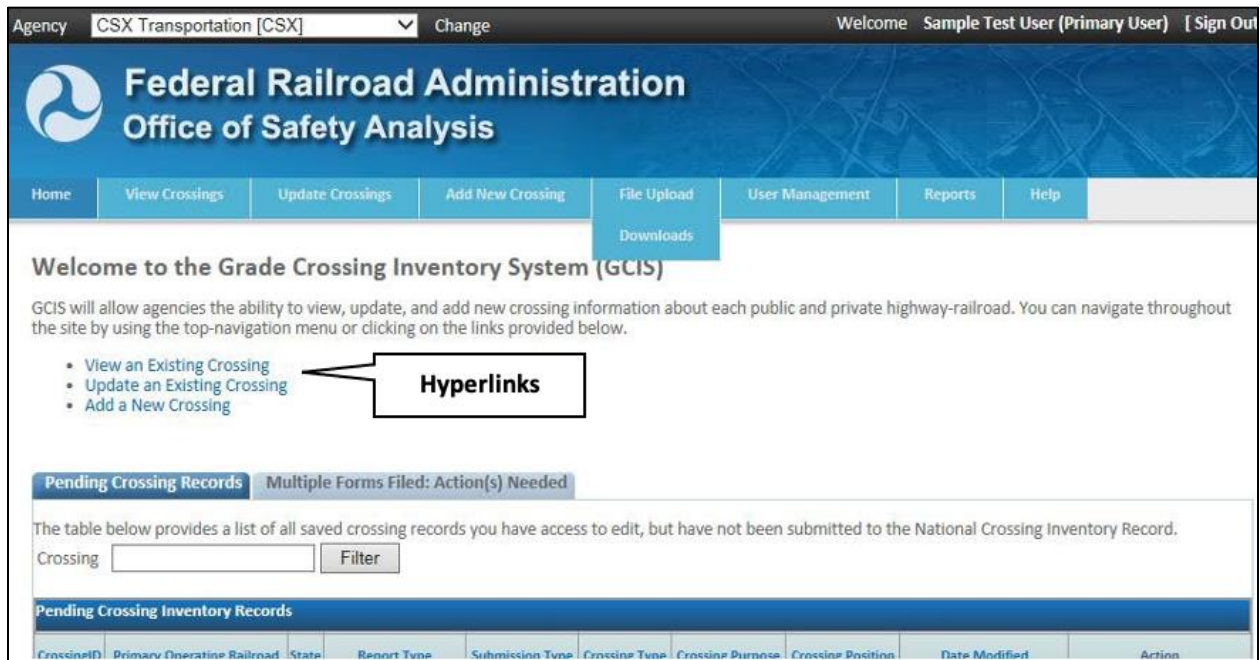


Figure 1. GCIS Top Navigation Tabs

#### **Hyperlinks**

Links in GCIS are blue in color and, when clicked, open the item named in the link. For example, in the figure shown below, you can see that all links on the home page are displayed in blue, indicating that these are hyperlinks.

## 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 Reports Help

Downloads

### 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

**Hyperlinks**

**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
------------	----------------------------	-------	-------------	-----------------	---------------	------------------	-------------------	---------------	--------

Figure 2. GCIS Links

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



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

### 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:

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

Update

Figure 3. Update an Existing Crossing Page

## Breadcrumbs

The breadcrumb trail is a navigation aid allowing you to keep track of your locations within the application. It is displayed below the page title header text and provides links back to each previous page, separated by a greater-than sign (>).

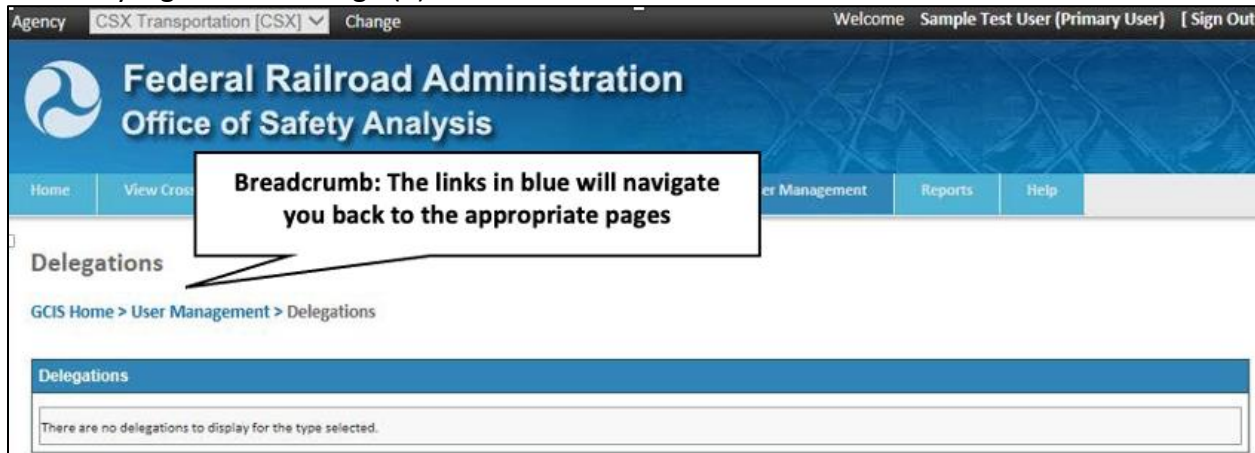


Figure 4. Breadcrumb Navigation Trail

## Page Numbers

If you look at the bottom of any table in GCIS, you will see a page number, as well as a first page (<1), previous page (<), next page (>), and last page arrow (>|). Click on the down arrow located to the right of the page number to skip to a particular page number in a given table (Figure 5) OR click the arrows to the left and right of the page number to skip to the first, previous, next, or last page (Figure 6).

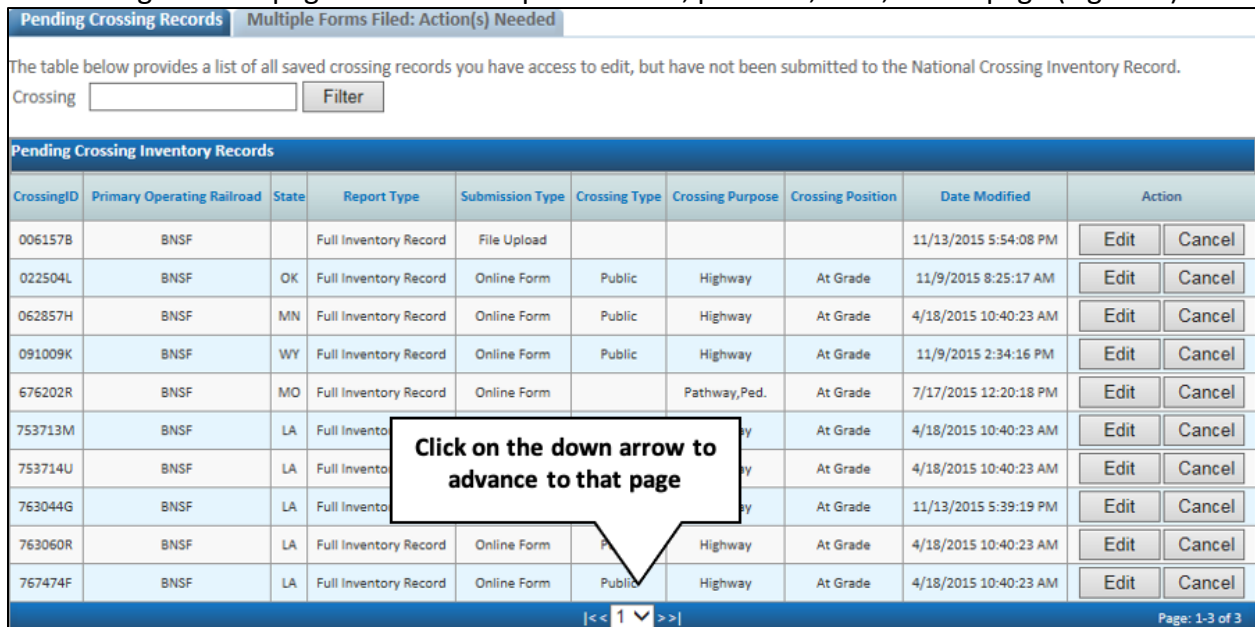


Figure 5. Advance Using Page Numbers

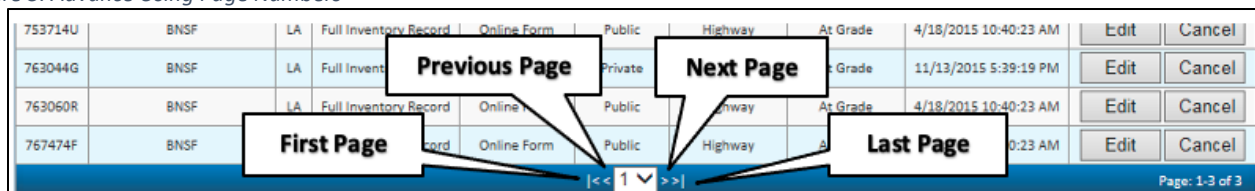


Figure 6. Advance Using Page Arrows

### GCIS Web Session Management

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

The screenshot displays the GCIS web application interface. At the top, there is a header bar with the 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 the 'Federal Railroad Administration Office of Safety Analysis' logo and a navigation menu with links: Home, View Crossings, Update Crossings, Add New Crossing, File Upload, User Management, Reports, and Help. The main content area is titled 'Online Grade Crossing Inventory Form' with a breadcrumb trail: 'GCIS Home > Update Existing Crossing > Grade Crossing Inventory Form'. A 'Save a PDF Copy' button is visible. A modal dialog box is centered on the screen, stating: 'Your session is about to expire. To continue with the same session, click on the Extend button. Otherwise, click on the End Session button.' The dialog has 'Extend' and 'End Session' buttons. In the background, the form shows tabs for 'Part I', 'Part II', 'Part III', and 'Parts IV and V'. Below the tabs, there are instructions for the initial reporting of the following to the 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. At the bottom of the form, there are four sections: A. Revision Date (09/09/2015), B. Reporting Agency (Railroad, State, Transit, FRA Internal), C. Reason for Update (Change in Data), and D. DOT Crossing Inventory Number.

Figure 7. Session Timeout Notification Window

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

### GCIS Home Page

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



## 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 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

Figure 8. GCIS Home Page

### Site Header

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

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

## Federal Railroad Administration Highway-Rail Crossing Division

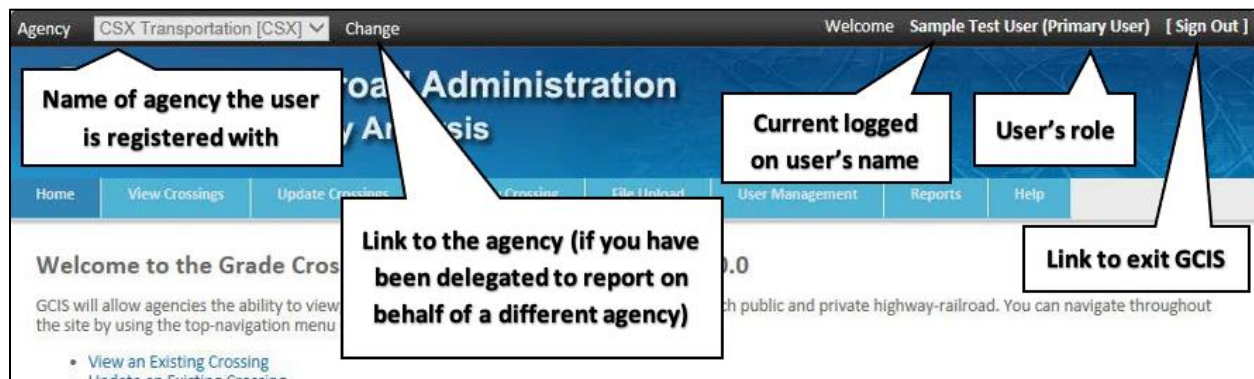


Figure 9. GCIS Site Header

### Site Footer

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

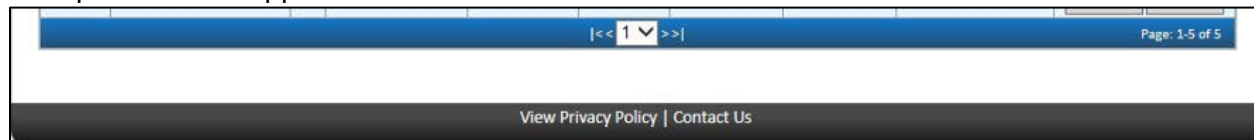


Figure 10. Site Footer

### Quick Links

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



Figure 11. Home Page Quick Links

### Pending Crossing Records Tab

This table provides a list of all crossing record(s) that were saved, 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.

## Federal Railroad Administration Highway-Rail Crossing Division

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

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	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>
227213R	CSX	KY	Full Inventory Record	Online Form	Public	Highway	At Grade	1/6/2016 9:13:41 AM	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>

Figure 12. Pending Crossing Records Tab

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

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

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.

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	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>
227213R	CSX	KY	Full Inventory Record	Online Form	Public	Highway	At Grade	1/6/2016 9:13:41 AM	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>

Figure 13. Cancelling a Pending Record

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

### Multiple Forms Filed: Action(s) Needed Tab

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

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

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



**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-navigatio

- 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

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	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>
227213R	CSX	KY	Full Inventory Record	Online Form	Public	Highway	At Grade	1/6/2016 9:13:41 AM	<input type="button" value="Edit"/> <input type="button" value="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 recordkeeping purposes. It contains several features and functionalities that will be further explained in subsequent sections.

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

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

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

**Note:** Some text fields will limit you to entering only numeric values, alpha characters, or a specific set 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.

## Federal Railroad Administration Highway-Rail Crossing Division

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

**Administration Analysis**

Home Settings Update Crossing User Mail

Online Grade Crossing Inventory Form  
GCIS Home Update Existing Crossing > Grade Crossing Inventory Form

Link allowing you to save a PDF copy of the crossing record

DOT Crossing Inventory Number

Crossing ID = 620900C

Reporting Instructions

Calendar Control

Disabled Field Control

Drop-down List Control

Open Text Field Control

Radio Button Controls

Checkbox Controls

Enabled Field Control

Instructions for the initial reporting of the following types of new or previously unreported crossings: For public highway-rail grade crossings, complete the entire section of Part I Item 20 and Part III Item 2.K. For private highway-rail grade crossings, complete the Header, Parts I and II, Part III Item 2.K, and the Submission Information section. For public pathway grade crossings (including pedestrian station grade crossings), complete the Header, Parts I and II, Part III Item 2.K, and the Submission Information section. For private pathway grade crossings (including pedestrian station crossings), complete the Header, Parts I and II, Part III Item 2.K, and the Submission Information section. An asterisk \* denotes an optional field.

A. Revision Date: 02/08/2016

B. Reporting Agency: ☒ Railroad ☐ State ☐ Transit ☐ FRA Internal

C. Reason for Update: Change in Data

D. DOT Crossing Inventory Number: 620900C

Part I: Location and Classification

1. Primary Operating Railroad: CSX Transportation [CSX]

2. State: FL

3. City/Municipality: In JACKSONVILLE

4. Street/Road Name & Block Number: I-295 NORTHBOUND (Street/Road Name) \* (Block Number)

5. Highway Type & No.: I-295

6. Do Other Railroads Operate a Separate Track at Crossing? ☐ Yes ☒ No

7. Do Other Railroads Operate Over Your Track at Crossing? ☒ Yes ☐ No

8. If Yes, Specify RR: Select One.....

9. Railroad Division or Region: JACKSONVILLE

10. Road Subdivision or District: SANFORD

11. Branch or Line Name: Select One.....

12. RR Milepost: A 0655.27 (prefix) nnnn.nnn (suffix)

13. Line Station: Select One.....

14. Parent RR (if applicable): Select One.....

15. Crossing Owner (if applicable): Select One.....

16. Crossing Type: ☒ Public ☐ Private

17. Crossing Purpose: ☒ Highway ☐ Pathway, Ped. ☐ Station, Ped.

18. Crossing Position: ☒ At Grade ☐ Overpass ☐ Underpass

19. Public Access (if Private Crossing): ☒ Freight ☒ Intercity Passenger ☐ Commuter ☐ Shared Use Transit ☐ Tourist/Other

20. Type of Train (Check all that apply): ☒ Freight ☒ Intercity Passenger ☐ Commuter ☐ Shared Use Transit ☐ Tourist/Other

21. Average Passenger Train Count Per Day: ☐ Less Than One Per Day ☒ Number per day: 6

Figure 15. Online Inventory Form Features- Part 1 of 2

## Federal Railroad Administration Highway-Rail Crossing Division

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 style="width: 100px;" 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 style="width: 100px;" type="text"/>	
26. HSR Corridor ID <input style="width: 50px;" type="text"/> <input type="checkbox"/> N/A	27. Latitude in decimal degrees (WGS84 std nn.nnnnnnn) <input style="width: 100px;" type="text"/>	28. Longitude in decimal degrees (WGS84 std -nnn.nnnnnnn) <input style="width: 100px;" 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 style="width: 100px;" type="text"/>		33. Emergency Notification Telephone No. ( ) - ( ) - <input style="width: 100px;" type="text"/>	

Save Button
Submit Button

Save
Submit

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

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

Figure 16. Online Inventory Form Features- Part 2 of 2

### Header Information

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

Crossing ID = 728541S	
Closed	
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 <input style="width: 100px;" type="text"/> 01/03/1970	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 style="width: 100px;" type="text"/> Closed	D. DOT Crossing Inventory Number <input style="width: 100px;" type="text"/> 728541S

Figure 17. Header Information

### Part I: Location and Classification Information

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

Part I: Location and Classification Information									
1. Primary Operating Railroad CSX Transportation [CSX]				2. 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 (Street/Road Name) [ ] * (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..... Select One.....					8. Do Other Railroads Operate Over Your Track at Crossing? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, Specify RR Select One..... Select One..... Select One..... Select One.....				
9. Railroad Division or Region JACKSONVILLE <input type="checkbox"/> None		10. Railroad Subdivision or District CLEARWATER <input type="checkbox"/> None		11. Branch or Line Name [ ] <input type="checkbox"/> None		12. RR Milepost [ ] 0051.32 (prefix) nnnn.nnn (suffix)			
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. nnn.nnnnnn) 28.0330487		28. Longitude in decimal degrees (WGS84 std. nnn.nnnnnn) -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			

## Part II. Railroad Information

Grade Crossing Inventory System (GCIS) v3.2.0 Web User Guide  
Document Revision Date: 06/07/2022



## Federal Railroad Administration Highway-Rail Crossing Division

Part II: Railroad Information				
<b>1. Estimated Number of Daily Train Movements</b>				
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 	1.E. Check if Less Than One Movement Per Day How many trains per week? <input type="text"/>
2. Year of Train Count Data (YYYY) 		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 <input type="text"/> Siding <input type="text"/> Yard <input type="text"/> Transit <input type="text"/> Industry <input type="text"/>				
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					
<b>2. Type of Passive Traffic Control Devices associated with the Crossing</b>					
2.A. Crossbuck Assemblies (count) 2	2.B. STOP Signs (R1-1) (count) 0	2.C. YIELD Signs (R1-2) (count) 	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 <input type="text"/>		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 <input checked="" type="checkbox"/>	
		2.H. EXEMPT Sign (R15-3) <input type="radio"/> Yes <input type="radio"/> No		2.I. ENS Sign Displayed (I-13) <input checked="" type="radio"/> Yes <input type="radio"/> No	
2.J. Other MUTCD Signs <input type="radio"/> Yes <input checked="" type="radio"/> No Specify Type <input type="text"/> Count <input type="text"/> Specify Type <input type="text"/> Count <input type="text"/> Specify Type <input type="text"/> 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"/>	
<b>3. Types of Train Activated Warning Devices at the Grade Crossing (specify count of each device for all that apply)</b>					
3.A. Gate Arms (Count) Roadway <input type="text"/> 2 Pedestrian <input type="text"/>		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 <input type="text"/> 1 Not Over Traffic Lane <input type="text"/> 0 <input type="checkbox"/> Incandescent <input type="checkbox"/> LED	
3.D. Mast Mounted Flashing Lights (count of masts) (Count of masts) <input type="text"/> 3 <input type="checkbox"/> Incandescent <input type="checkbox"/> LED <input type="checkbox"/> Back Lights Included <input type="checkbox"/> Side Lights Included		3.E. Total Count of Flashing Light Pairs 9		3.F. Installation Date of Current Active Warning Devices: (MM/YYYY) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> Not Required	
3.G. Wayside Horn <input type="radio"/> Yes <input type="radio"/> No Installed on (MM/YYYY) <input type="text"/>		3.H. Highway Traffic Signals Controlling Crossing <input type="radio"/> Yes <input checked="" type="radio"/> No		3.I. Bells (count) 2	
3.J. Non-Train Active Warning <input type="radio"/> Flagging/Flagman <input type="radio"/> Manually Operated Signals <input type="radio"/> Watchman <input type="radio"/> Floodlighting <input type="radio"/> None				3.K. Other Flashing Lights or Warning Devices Count <input type="text"/> 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

### 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.

## Federal Railroad Administration Highway-Rail Crossing Division

Part IV: Physical Characteristics				
<b>1. Traffic Lanes Crossing Railroad</b> Number of Lanes <input style="width: 50px;" type="text" value="2"/>	<input type="radio"/> One-way Traffic <input type="radio"/> Two-way Traffic <input type="radio"/> Divided Traffic	<b>2. Is Roadway/ Pathway Paved?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	<b>3. Does Track Run Down a Street?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>4. Is Crossing Illuminated?</b> <i>(Street lights within approx. 50 feet from nearest rail)</i> <input type="radio"/> Yes <input type="radio"/> No
<b>5. Crossing Surface (on Main Track, multiple types allowed)</b> Installation Date *(MM/YYYY) <input style="width: 50px;" type="text"/> Width * <input style="width: 50px;" type="text"/> Length * <input style="width: 50px;" type="text"/>				
<input type="checkbox"/> 1.Timber <input type="checkbox"/> 2.Asphalt <input type="checkbox"/> 3.Asphalt and Timber <input type="checkbox"/> 4.Concrete <input type="checkbox"/> 5.Concrete and Rubber <input checked="" type="checkbox"/> 6.Rubber <input type="checkbox"/> 7.Metal <input type="checkbox"/> 8.Unconsolidated <input type="checkbox"/> 9.Composite <input type="checkbox"/> 10.Other (specify) <input style="width: 100px;" type="text"/>				
<b>6. Intersecting Roadway within 500 feet? If Yes, Approximate Distance (feet)</b> <input checked="" type="radio"/> Yes <input type="radio"/> No <input style="width: 50px;" type="text" value="75"/>			<b>7. Smallest Crossing Angle</b> <input type="radio"/> 0°-29° <input type="radio"/> 30°-59° <input checked="" type="radio"/> 60°-90°	
<b>8. Is Commercial Power Available? *</b> <input checked="" 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			
<b>1. Highway System</b> <input style="width: 100px;" type="text" value="(03) Federal Aid, Not NHS"/>	<b>2. Functional Classification of Road at Crossing</b> <input checked="" type="radio"/> (0) Rural <input type="radio"/> (1) Urban <input style="width: 100px;" type="text" value="(4) Minor Arterial"/>	<b>3. Is Crossing on State Highway System?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	<b>4. Highway Speed Limit</b> <input style="width: 50px;" type="text" value="35"/> MPH <input checked="" type="radio"/> Posted <input type="radio"/> Statutory
<b>5. Linear Referencing System (LRS Route ID) *</b> <input style="width: 100px;" type="text"/>		<b>6. LRS Milepost *</b> <input style="width: 100px;" type="text"/>	
<b>7. Annual Average Daily Traffic (AADT)</b> Year <input style="width: 50px;" type="text" value="2008"/> AADT <input style="width: 50px;" type="text" value="017261"/>	<b>8. Estimated Percent Trucks</b> <input style="width: 50px;" type="text" value="12"/> %	<b>9. Regularly Used by School Buses?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No Average Number per Day <input style="width: 50px;" type="text" value="73"/>	<b>10. Emergency Services Route</b> <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 found on the Multiple Forms Filed: Action(s) Needed tab located on the home page or the Update Crossings tab in the top navigation. Figure 23 below depicts the Railroad Data Only form.

Agency: CSX Transportation [CSX] Change

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

**Federal Railroad Administration**  
Office of Safety Analysis

Link allowing you to save a PDF copy of the crossing record

DOT Crossing Inventory Number

Crossing ID = 904422S

**Reporting Instructions**

Instructions for the initial reporting of the following types of grade crossings: public highway-rail grade crossings, complete the entire inventory form, with the exception of Part I Item 20 and Part III Item 2.K. For private highway-rail grade crossings, complete the Header, Parts I and II, Part III Item 2.K, and the Submission Information section. For public pathway grade crossings (including pedestrian station grade crossings), complete the Header, Parts I and II, Part III Item 2.K, and the Submission Information section. For private pathway grade crossings, complete the Header, Parts I and II, Part III Item 2.K, and the Submission Information section. For 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.

**Calendar Control**

A. Revision Date: 02/08/2016

B. Reporting Agency: ☒ Railroad ☐ State ☐ Transit ☐ FRA Internal

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

D. DOT Crossing Inventory Number: 904422S

**Radio Button Controls**

**Drop-down List Control**

**Open Text Field Control**

**Disabled Field Control**

**Checkbox Controls**

**Enabled Field Control**

**Save Button**

**Submit Button**

**Save a PDF Copy of the Crossing Record**

Figure 23. Online Grade Crossing Inventory Record

### View an Existing Crossing 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.

The screenshot shows the 'View an Existing Crossing Inventory Record' page. At the top, there is a header bar with the agency name 'CSX Transportation [CSX]' and a 'Change' button. The user is logged in as 'Sample Test User (Primary User)' with a 'Sign Out' link. The main header features the Federal Railroad Administration logo and the text 'Office of Safety Analysis'. Below this is a navigation menu with links: Home, View Crossings, Update Crossings, Add New Crossing, File Upload, User Management, Reports, and Help. The main content area has the title 'View an Existing Crossing Inventory Record' and a breadcrumb trail 'GCIS Home > View Existing Crossings'. A paragraph explains that the page allows viewing a record previously saved or submitted, requiring the user to enter a crossing number and press the 'View' button. A text input field is provided for the crossing number, followed by a 'View' button. A note states: 'Note: 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.



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

### 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 Railway Company [NS]	Full Inventory Record	<a href="#">View Record</a>
CSX Transportation [CSX]	Railroad Data Only	<a href="#">View Record</a>

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

Figure 25. View an Existing Crossing Inventory Record

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

## 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 Reports Help

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

**Crossing ID = 724864Y**

**Save a PDF Copy of the Crossing Record**

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 02/08/2016	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 724864Y
--------------------------------	---	--------------------------------------	---

**Part I: Location and Classification Information**

1. Primary Operating Railroad CSX Transportation [CSX]	9. Railroad Division or Region None	10. Railroad Subdivision or District None
11. Branch or Line Name None	12. RR Milepost 1234.55 (prefix) none.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? 3
--	--	--	----------------------------------	--------------------------------	---

2. Year of Train Count Data  
2016

**View Another Crossing Record Button** **Exit Form Button**

View Another Crossing Inventory Record Exit

**Save a PDF Copy of the Crossing Record**

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

### Updating an Existing Crossing Inventory Record

The **Update an Existing Crossing Inventory Record** page provides you with the ability to (1) update crossing records, whether they were previously saved, (2) update crossing records submitted through the File Upload interface but failed validation, (3) or update successfully submitted crossing records that have been published to the National Crossing Inventory. After your update is submitted successfully, the application will generate an email notification to all relevant registered Railroad and State users for a public crossing, and all relevant registered Railroad users for a private crossing. Email notifications are not sent to delegated users.

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

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

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

The screenshot shows the 'Update an Existing Crossing Inventory Record' page. At the top, there is a header bar with the agency name 'CSX Transportation [CSX]' and a 'Change' link. To the right, it says 'Welcome Sample Test User (Primary User) [Sign Out]'. Below this is the 'Federal Railroad Administration Office of Safety Analysis' logo and a navigation menu with links: Home, View Crossings, Update Crossings, Add New Crossing, File Upload, User Management, Reports, and Help. The main content area has the title 'Update an Existing Crossing Inventory Record' and a breadcrumb 'GCIS Home > Update Existing Crossing'. A paragraph explains that the page allows updating a record by entering a Crossing Number and pressing the 'Update' button. There is a text input field for 'Enter Crossing Number:' and a note stating 'Note: Crossing Number must be six digits followed by a letter.' Below the input field is an 'Update' button. 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 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](#)

Save a PDF Copy

**Save a PDF Copy of the Crossing Record**

**Crossing ID = 626889A**

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

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

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

A. Revision Date 10/30/2015		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 Select One.....	D. DOT Crossing Inventory Number 626889A
<div style="display: flex; justify-content: space-between;"> <div> <p>1. Primary Railroad <b>CSX TR</b></p> <p>4. City/Nearest <input type="radio"/> In <b>TAMPA</b> <input checked="" type="radio"/> Near</p> </div> <div> <p>3. County <b>HILLSBOROUGH</b></p> <p>6. Highway Type &amp; No. <b>CR 587</b></p> </div> </div>					
<p>7. Do Other Railroads Operate a Separate Track at Crossing? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>If Yes, Specify RR</p>		<p>8. Do Other Railroads Operate Over Your Track at Crossing? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>If Yes, Specify RR</p>			
9. Railroad Division or Region <b>JACKSONVILLE</b> <input type="checkbox"/> None		10. Railroad Subdivision or District <b>CLEARWATER</b> <input type="checkbox"/> None		11. Branch or Line Name <input type="checkbox"/> None	
12. RR Milepost <b>0851.32</b>					
13. Line Segment * <b>SY</b>	14. Nearest RR Timetable Station * <b>SULPHUR SPRGS</b>	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"/> Inter-city 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 <b>0</b>					
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 Excluded Date Established		
26. HSR Corridor ID <input type="checkbox"/> N/A	27. Latitude in decimal degrees (WGS84 std. nnn.nnnnnn) <b>28.0330487</b>		28. Longitude in decimal degrees (WGS84 std. nnn.nnnnnn) <b>-82.4841258</b>		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. Narrative (State Use) *					
33. Emergency Telephone No. (Posted) <b>800-233</b>		34. Railroad Contact Telephone No.		35. State Contact (Telephone No.)	

Save a PDF Copy

**Save a PDF Copy of the Crossing Record**

**Save to update later**

**Submit for Validation**

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

- At any point, you can save a copy of the record by pressing the **Save** button. Once saved, the crossing will be available in the **Pending Crossing Records** table on the home page. You may come back at a later time to update the record by pressing the **Edit** button. **NOTE:** GCIS will send out e-



## Federal Railroad Administration Highway-Rail Crossing Division

mails about pending records 48 hours prior to cancelation, and automatically cancel these records 21 days after the last save. Information on Pending Record Notification and Cancellation is provided later in this Guide.

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

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

Figure 29. Message Indicating the Record Failed Validation

The screenshot shows the "Online Grade Crossing Inventory Form" with a "Validation Error Panel" highlighted by a callout box. The panel lists 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, explaining the requirements for initial reporting of new or previously unreported crossings. At the bottom, there are fields for "A. Revision Date" (08/26/2014), "B. Reporting Agency" (Railroad, State, Transit, FRA Internal), "C. Reason for Update" (Change in Data), and "D. DOT Crossing Inventory Number" (626889A).

Figure 30. Panel Displaying Validation Errors

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

## Federal Railroad Administration Highway-Rail Crossing Division

Figure 31. Submission Successful Confirmation Message

- c. 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 of the dialogue 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 the Internet explorer browser.

Figure 32. Open or Save the PDF Crossing Record

### Pending Record Notification and Cancellation

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

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

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

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

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

## Add a New Crossing Inventory Record

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

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

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

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

The screenshot shows the 'Add a New Crossing Inventory Record' page for Railroad Users. The page header includes the Agency dropdown set to 'CSX Transportation [CSX]', a 'Change' link, and a user welcome message: 'Welcome Sample Test User (Primary User) [Sign Out]'. The main header features the Federal Railroad Administration Office of Safety Analysis logo and a navigation bar with tabs: Home, View Crossings, Update Crossings, Add New Crossing (active), File Upload, User Management, Reports, and Help. The page title is 'Add a New Crossing Inventory Record', with a breadcrumb trail 'GCIS Home > Add New Crossing'. The instructions state: '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.' There is a text input field for 'Enter Crossing Number:' with a note: 'Note: Crossing Number must be six digits followed by a letter.' Below this, the 'Submission Type:' section has two radio button options: 'I am a Primary Operating Railroad submitting a new crossing record.' (selected) and 'I operate a separate track and am submitting only my unique railroad data.' An 'Add' button is located at the bottom left of the form area. The footer contains links for 'View Privacy Policy' and 'Contact Us'.

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





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

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

**Note:**

- If the Crossing Number entered is invalid or currently exists, the system will display an error message indicated in red.
  - For **Submission Type**, select the appropriate radio button as follows:
    - 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 contain information regarding what parts of the form must be completed based on Crossing Type (Private or Public), Crossing Purpose (Highway, Pathway Pedestrian, Station Pedestrian), and Crossing Position (at Grade, RR Under, RR Over).

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

### **File Upload**

The **Upload Multiple Crossing Records** page provides you the ability to submit multiple crossing records at the same time using a preformatted Excel file template. A copy of the FRA approved Excel template can be downloaded from this page or under the **Reference Documents** section on the **Help** page. The following section takes you through the process of completing the Excel file, uploading the file through the **Upload Multiple Crossing Records** page, viewing the error report (if crossings failed validation), and downloading a copy of the crossings that were submitted.

**Note:** All records submitted through the File Upload interface 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.

## Workflow

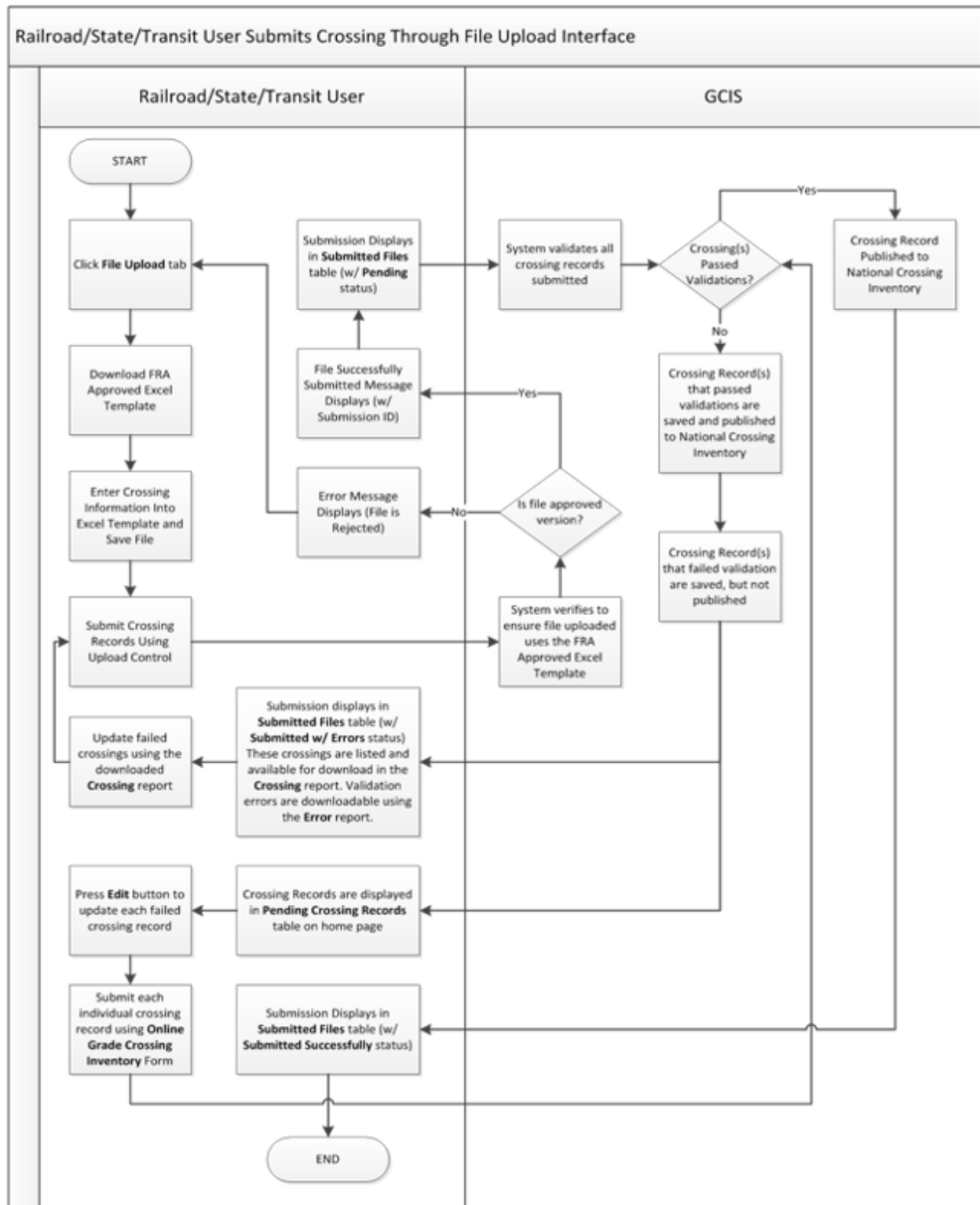


Figure 35. File Upload Workflow Process

## FRA Approved Excel File Template

### Download the Excel File Template

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

The screenshot shows the 'Upload Multiple Crossing Record' page for Railroad Users. The page header includes the FRA logo and 'Office of Safety Analysis'. The navigation bar has tabs: Home, View Crossings, Update Crossings, Add New Crossing, File Upload (selected), User Management, Reports, and Help. The main content area has the title 'Upload Multiple Crossing Record' and a breadcrumb 'GCIS Home > File Upload'. Below this, there is a text block explaining that GCIS allows submitting multiple crossing records at once using a preformatted Excel template. A callout box points to the 'FRA Approved Excel Template for Railroad Users' link. 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 template: 'Click to download: Grade Crossing Inventory Form Template v2.4.0.0 Rel 02-12-2016 -- Railroad Submitting Full Inventory Form' and 'Click to download: Grade Crossing Inventory Form Template v2.4.0.0 Rel 02-12-2016 -- 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 FRA logo and 'Office of Safety Analysis'. The navigation bar has tabs: Home, View Crossings, Update Crossings, File Upload (selected), User Management, Reports, and Help. The main content area has the title 'Upload Multiple Crossing Record' and a breadcrumb 'GCIS Home > File Upload'. Below this, there is a text block explaining that GCIS allows submitting multiple crossing records at once using a preformatted Excel template. A callout box points to the 'FRA Approved Excel Template for State Users' link. 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 template: 'Click to download: Grade Crossing Inventory Form Template v2.4.0.0 Rel 02-12-2016 -- 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 v2.7.0.0 Rel 12-01-2017 – Railroad Submitting Full Inventory Form** or **Grade Crossing Inventory Form Template v2.7.0.0 Rel 12-01-2017 – Railroad Submitting Only Train Count Data**. For State users, the **Grade Crossing inventory Form Template v2.7.0.0 Rel 12-01-2017 – State** link will be displayed.

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

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

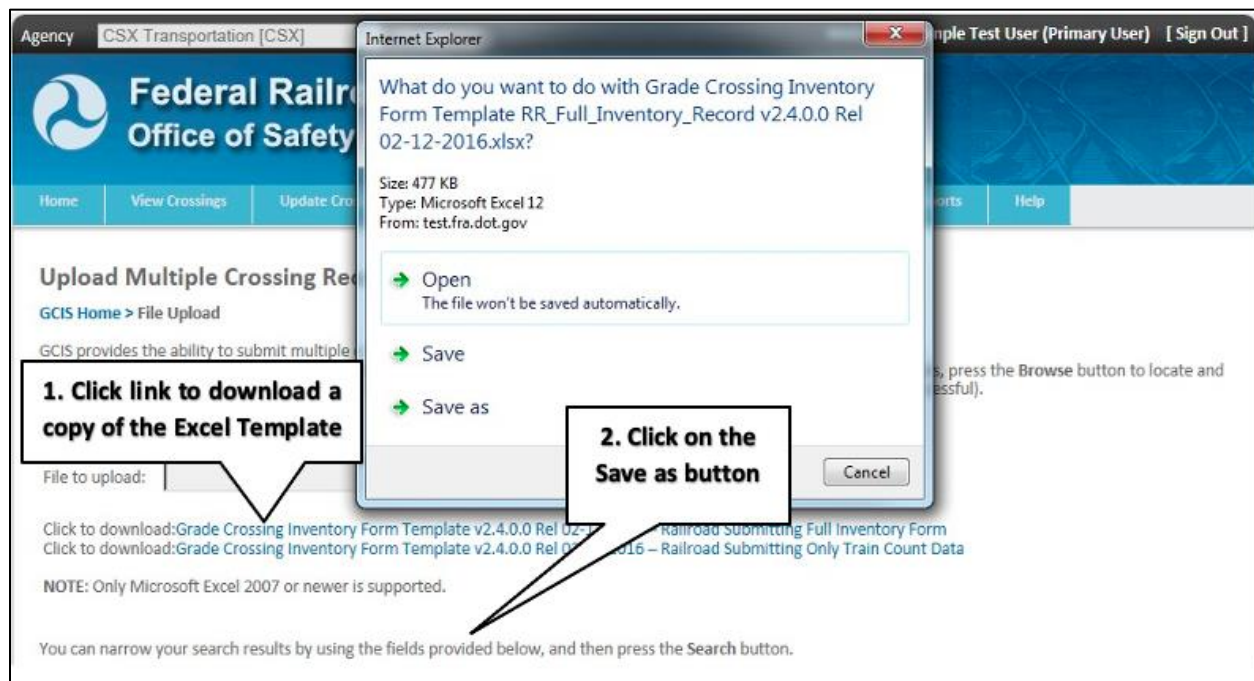


Figure 38. Download the FRA Approved Excel Template

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

**Note:** The file must be saved with an .xlsx extension, which is only supported by Microsoft Excel 2010 or newer.

6. Navigate to the directory where you saved the file to confirm that it is there.

### Understanding the FRA Approved Excel File

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

1. Continuing from the previous section, navigate to the directory where you saved the file and select it to open the Excel file.  
**Note:** The file has an extension of .xlsx and can only be opened using Microsoft Excel 2010 or newer in order to work properly.
2. At a quick glance, the Excel file contains the following features:
  - a. The Header and Parts I – V are divided into 6 sections, all distinguished by different colors.
  - b. The worksheet is labeled as U.S. DOT Crossing Inventory.
  - c. Rows 1 – 4 displays the section, field names and numbers.
  - d. Fields that contain a predetermined list of values will be available for selection. For example, B. Reporting Agency will allow you to only select **Railroad**, **State**, or **Transit**.
  - e. Some fields enforce validations immediately, requiring you to correct the prior error to continuing. For example, I.2. State will permit you to enter only 2 alpha characters, the abbreviation for the State where the crossing resides. Figure 39 depicts the error message displayed for this example.



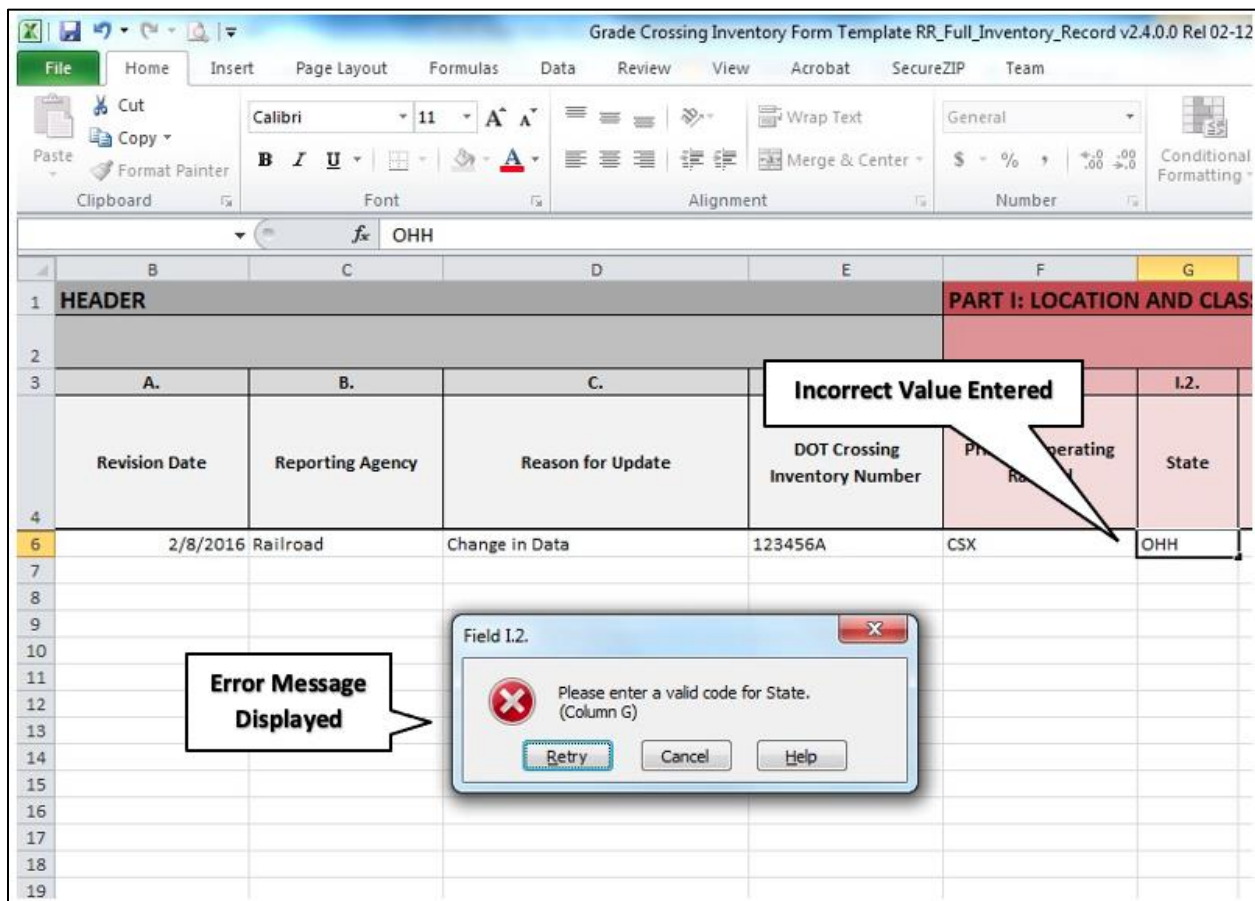


Figure 39. State Field Failed Validation Requirement

- f. A field marked with a black asterisk (\*) indicates that it is an optional field and does not require a value.
  - g. Some fields will not be available to State users. For example, fields I.7 – I.12 are not available and therefore are not displayed in the file.
3. After the crossing information has been entered, when saving the file, it is recommended that you use the naming convention as listed in Table 1 below.

Table 1. File Upload Naming Convention

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

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

### Upload and Submit Using the FRA Approved Excel File Template

1. Click on the **File Upload** tab located in the top Navigation. The **Upload Multiple Crossing Records** page will display.
2. Click on the **Browse** button.
3. Your browser will display a **Choose File to Upload** dialog box listing your computer's file directory. Navigate to the directory where the file you want to upload is located.
4. Select the file and then press the **Open** button.
5. The system will display the file name into the **File to upload** text field provided.

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

## Federal Railroad Administration Highway-Rail Crossing Division

- When you're ready to submit the file for processing, press the **Submit** button. The System will first determine if the file uploaded is using the FRA approved Excel template. If the file failed this requirement, the system will return an error message displayed in red above the File Upload control informing the user to download a copy of the template.

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

#### Upload Multiple Crossing Record

GCIS Home > File Upload

GCIS provides the ability to submit multiple crossing records at the same time using a preformatted Excel file template. You can download a copy of the Excel template using the link provided below. When you are ready to upload crossing records, press the Browse button to locate and attach the file. After the file is selected, press the Submit button to send the record for error-checking and publishing (if successful).

File to upload: C:\Projects\GCIS\Troubleshoot\GXRR\_CSX\_02122016.xlsx Browse... Submit

Click to download: Grade Crossing Inventory Form Template v2.4.0.0 Rel 02-12-2016 - Railroad Submitting Full Inventory Form

Figure 40. Choosing a File to Upload and Submit

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

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

#### Upload Multiple Crossing Record

GCIS Home > File Upload

GCIS provides the ability to submit multiple crossing records at the same time using a preformatted Excel file template. You can download a copy of the Excel template using the link provided below. When you are ready to upload crossing records, press the Browse button to locate and attach the file. After the file is selected, press the Submit button to send the record for error-checking and publishing (if successful).

File to upload: Browse... Submit

Click to download: Grade Crossing Inventory Form Template v2.4.0.0 Rel 02-12-2016 - Railroad Submitting Full Inventory Form

Click to download: Grade Crossing Inventory Form Template v2.4.0.0 Rel 02-12-2016 - Railroad Submitting Full Inventory Form

NOTE: Only Microsoft Excel 2007 or newer files are supported.

You can narrow your search results by using the Submission ID or Status.

Submission ID: Status: Select One... Search

File Name	Agency	Submission ID	Submission Date	Submitted By	Current Status	Error Report
GXRR_CSX_02122016.xlsx	CSX	10b55e5f-e432-45b4-a136-3813a571bf8c	2/9/2016 12:53:35 PM	itran@csx.com	Pending	Errors Crossings

Figure 41. File Uploaded Successfully Confirmation Message



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

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

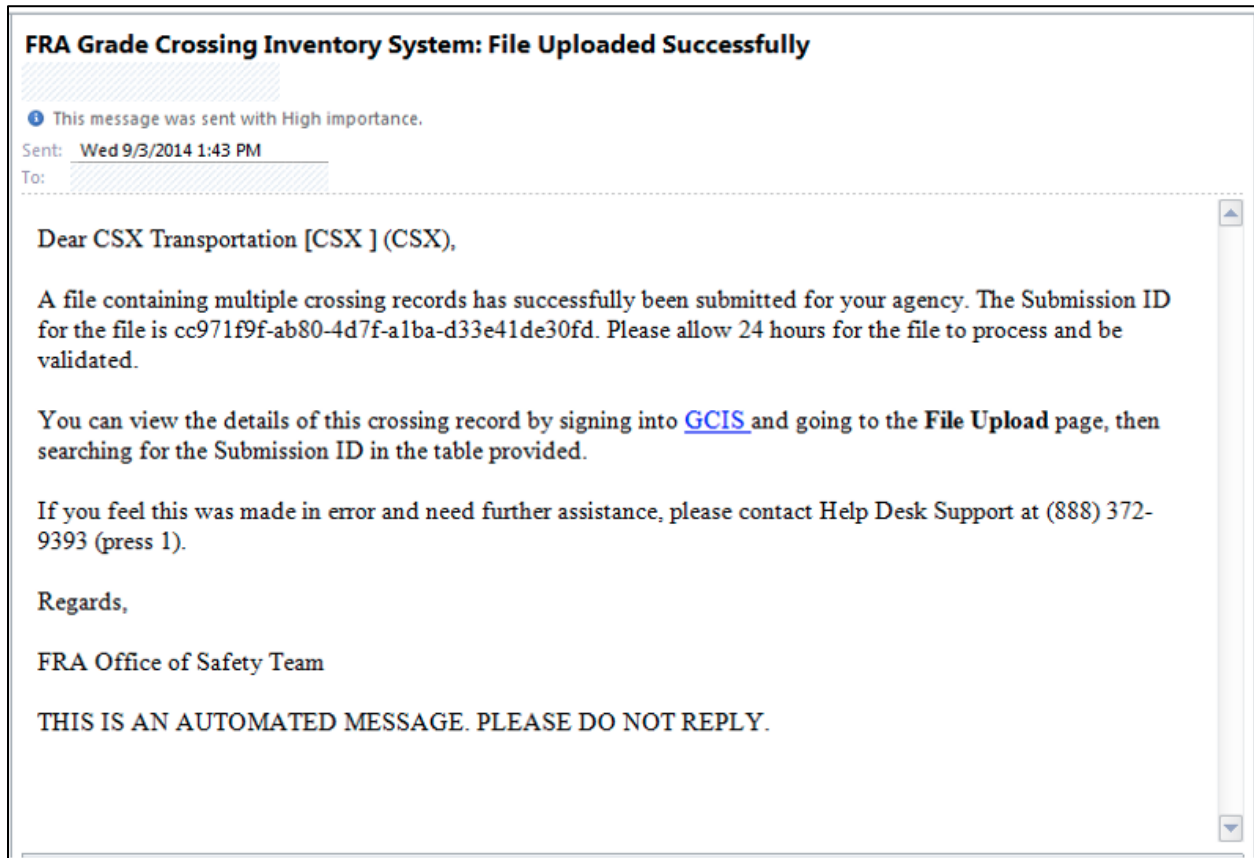


Figure 42. Sample File Upload Successful Email Notification

**Note:** If you have opted out of receiving email notifications for submitted crossing data, you will not receive this email. See [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 with validation errors.
2. Click on the **Errors** button located under the **Error Report** column.  
**Note:** The steps to saving a file vary depending on if your computer is running on Windows or Mac and the type of browser you have installed on your computer (Internet Explorer, Firefox, Safari, etc.). The steps documented below are for users using the Internet Explorer (IE) browser.
3. For Internet Explorer (IE) browser users, you will see a download banner located at the bottom of the browser (Figure 43) with the option to **Open**, **Save**, or **Cancel**. Click on the down arrow located next to the **Save** button, and then select **Save as**.

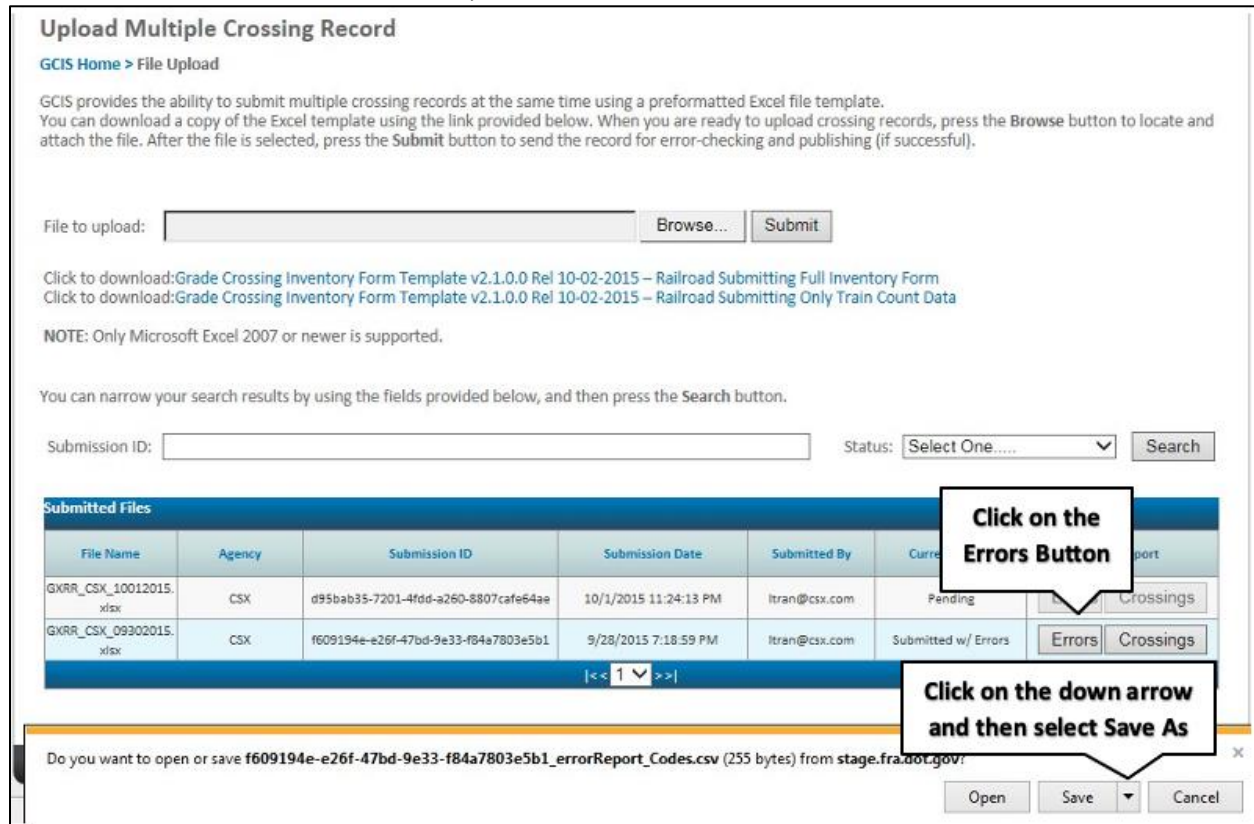


Figure 43. IE Browser User Prompting to Download the File

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

### Download the Crossing Report

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

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

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

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

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

### Unhandled Errors

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

### File Download

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

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

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

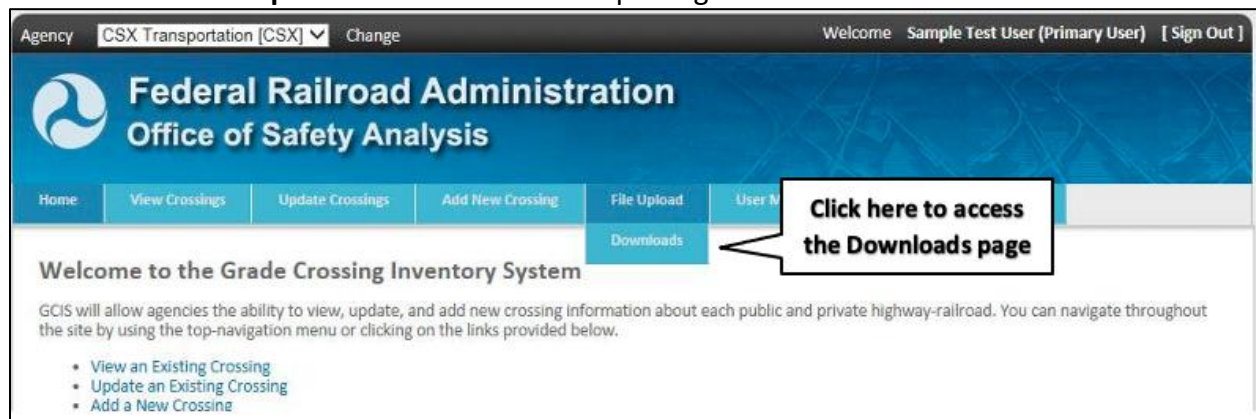


Figure 44. Accessing the Downloads Page

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

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

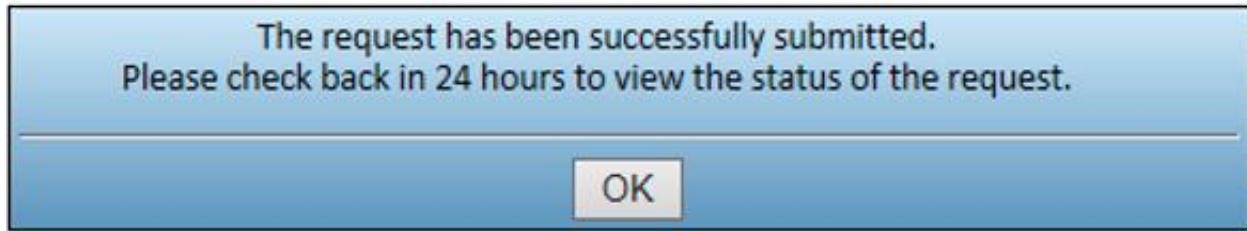


Figure 45. Confirmation Message

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



Figure 46. Download Request Pending Table

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





Figure 47. File is Ready for Download

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

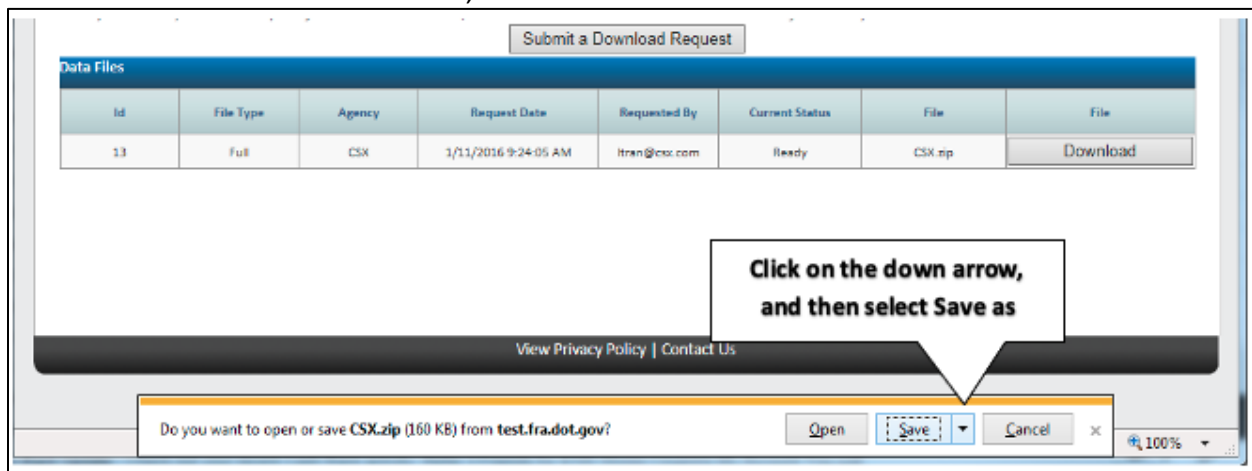


Figure 48. IE Browser User Prompting to Download the File

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



### User Management

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

### Understanding the Manage GCIS Users Page

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

Agency: CSX Transportation [CSX] Change

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

**Federal Railroad Administration**  
Office of Safety Analysis

Home | My Profile | User Management | Add New Crossing | File Upload | Reports | Help

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: \* 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**

Manage your Secondary Users account

Click to save your changes

View Privacy Policy | Contact Us

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

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

**Federal Railroad Administration**  
Office of Safety Analysis

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

**Manage GCIS Users**  
GCIS Home > User Management

**User Profile**

**Manage My Profile**

First Name: \* Sample Last Name: \* Secondary User Phone Number: \* 999-111-1234

I wish to receive the following types of email notifications:

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

Update My Profile

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

## 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**.

## Federal Railroad Administration Highway-Rail Crossing Division

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 the 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
<input type="text" value="Sample"/>	<input type="text" value="Secondary User"/>	csxsecondary2@csx.com	<input type="text" value="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 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).

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

### Manage GCIS Users

GCIS Home > User Management

**User Profile** Active Secondary Users

The selected user's profile has been successfully updated. If a Password Reset was requested, an email notification has been sent to the user containing their temporary password.

Ok

Manage My Profile

Manage My Users

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

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

First Name	Last Name	Email Address (Username)	Phone Number	Agency Code	Active Date	Deactivation Date	Account Locked?	Status	Comments (Optional)	Action
Sample	Secondary User	csxsecondary2@csx.com	999-111-1234	CSX	08/26/2014		No	Active		Edit

Figure 54. Secondary User Profile Information Update Successful Message

- 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).

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

### Manage GCIS Users

GCIS Home > User Management

**User Profile** Pending Secondary Users Active Secondary Users Inactive Secondary Users

**New Account Registration Requests**

**List of Inactive Users for your agency**

**List of Active Users for your agency**

Manage My Profile

First Name: \* Sample Test Phone Number: \* 999-999-9999

I wish to receive the following types of email:

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

Update My Profile

Manage My Users

View Privacy Policy | Contact Us

Figure 55. Pending/Active/Inactive Secondary Users Tab



## Pending Secondary Users

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

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

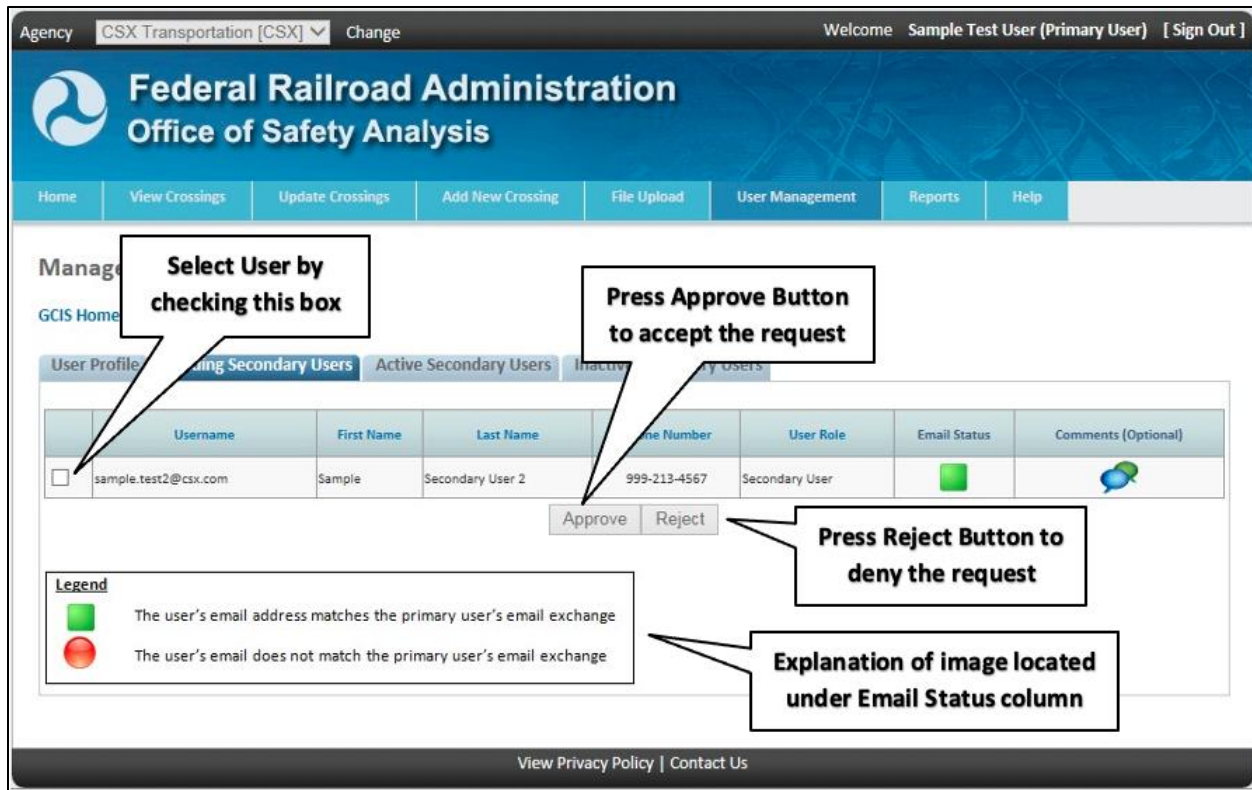


Figure 56. Pending Secondary Users Table

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





Figure 57. Confirmation Message for Approved Secondary Users

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

*Note: If there are not any pending Secondary Users, the **Pending Secondary Users** tab will no longer be displayed.*

### Active Secondary Users

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

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

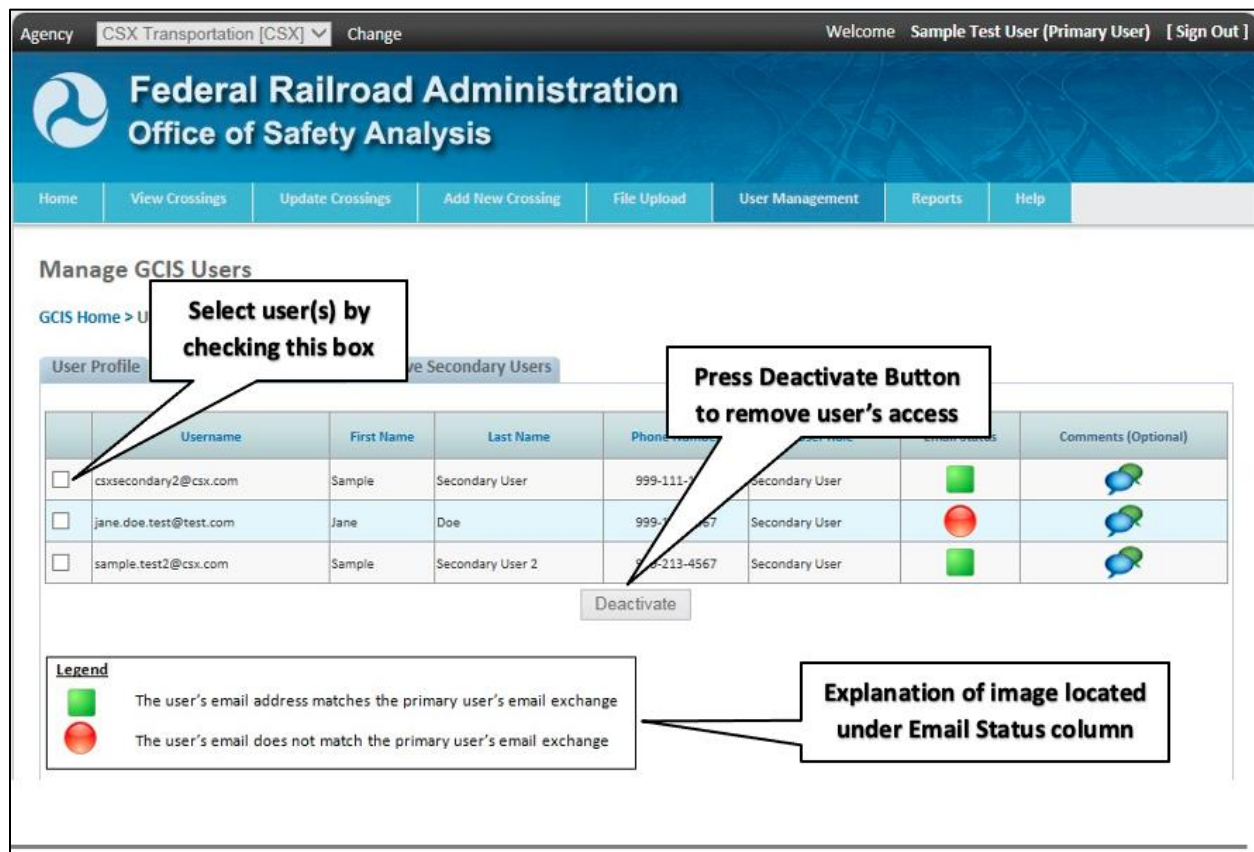


Figure 58. Active Secondary Users Table

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

#### Inactive Secondary Users

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

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

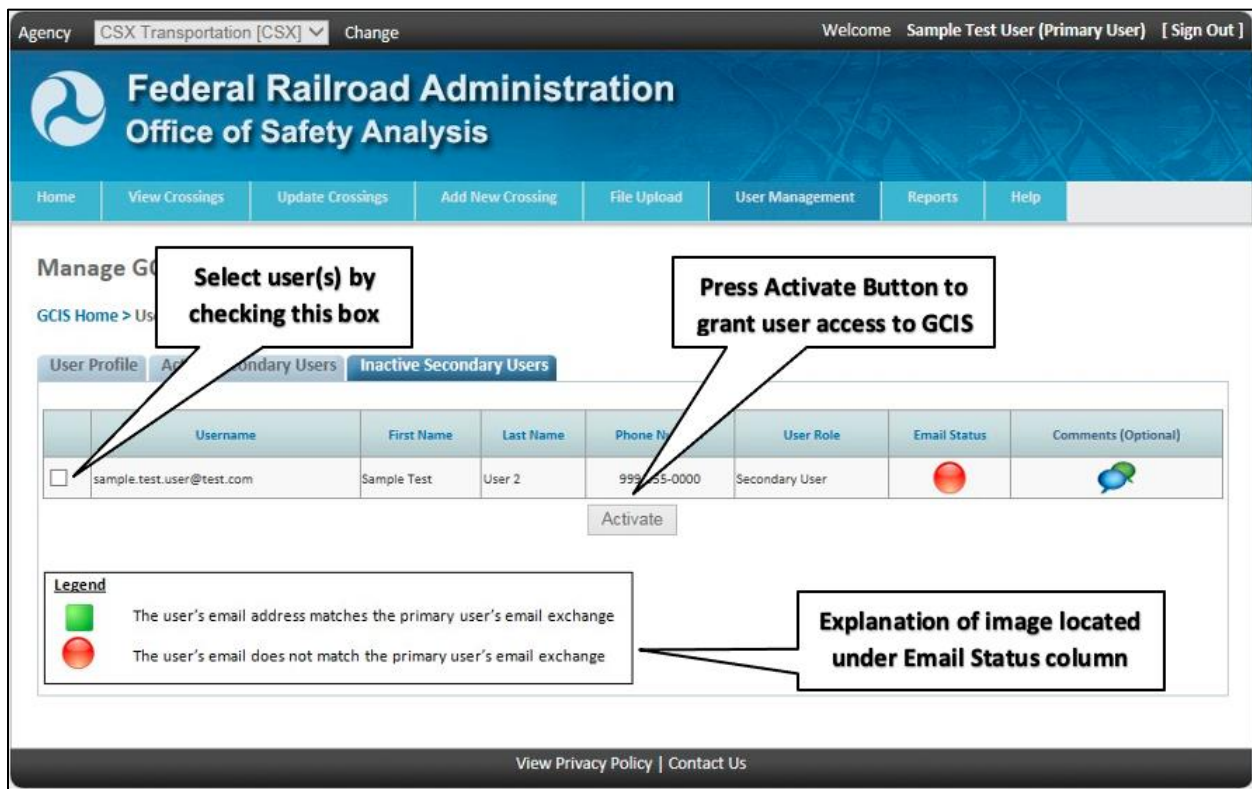


Figure 59. Inactive Secondary Users Table

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

## Delegations

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

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

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

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



Figure 60. Delegations Table

## Update Crossing Record on Behalf of the Delegating Agency

1. Click on the **Home** tab (or click on the **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 the delegation request assigned and approved by FRA



Figure 61. Changing to a Different Agency

3. Click on the down arrow, and then select the name of the agency you would like to update crossing records on behalf of. Once selected, press the **Change** link. Once the agency has been changed, you now have access to update the crossings that belong to the Delegating Agency (Figure 62)
4. Click on the **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.



## Federal Railroad Administration Highway-Rail Crossing Division

Agency: BNSF Railway Company [BNSF] Change

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

### Federal Railroad Administration

Delegating Agency name is selected and drop-down list is disabled

Home | Crossing | File Upload | User Management | Reports | Help

#### 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: 967156W

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

Update

View Privacy Policy | Contact Us

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).

Agency: BNSF Railway Company [BNSF] 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

#### Online Grade Crossing Inventory Form

GCIS Home > Update Existing Crossing > Grade Crossing Inventory Form

Crossing ID = 967156W

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 pedestrian station crossings, complete the Header, Part I, and the Submission Information section. For all other crossings, complete the Header, Parts I and II, Part III Item 2.K., and the Submission Information section, in addition to the updated data.

A. Revision Date: 02/09/2016

FRA Internal: C. Reason for Update: New Crossing

D. DOT Crossing Inventory Number: 967156W

#### Part I: Location and Classification Information

1. Primary Operating Railroad: BNSF Railway Company [BNSF]

2. State: WA

3. County: WHATCOM

4. City/Municipality: In BELLINGHAM

5. Street/Road Name & Block Number: MARINE DR (Street/Road Name)

6. Highway Type & No: \*

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



6. Follow the steps documented in the Updated 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. Selected the name of the agency you are registered with, and then press the **Change** link.

### Reports

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

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

### Understanding the Reports Page

#### Navigation

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

The screenshot displays the 'GCIS Reports' page within the 'Federal Railroad Administration Office of Safety Analysis' interface. The top navigation bar includes 'Home', 'View Crossings', 'Update Crossings', 'Add New Crossing', 'File Upload', 'User Management', 'Reports', and 'Help'. The 'Reports' tab is active. Below the navigation bar, the 'GCIS Reports' section is shown with a breadcrumb 'GCIS Home > Reports'. A callout box points to the 'Agency Report' tab, stating 'Click on the tabs to view the appropriate reports'. The 'Agency Report' tab is selected, and its content area shows a description of the report and a form for generating it. The form includes fields for 'Agency Type' (set to 'Railroad'), 'Agency' (set to 'CSX Transportation [CSX]'), 'Date Range' (From and To), 'Record Status' (Select One), 'Reason for Update' (Select One), 'Crossing Type' (Select One), 'Crossing Purpose' (Select One), and 'Crossing Position' (Select One). A 'Generate Report' button is at the bottom of the form.

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.

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

This report shows information for records that are overdue. Selecting the desired information from the dropdown menu will filter the report. **NOTE:** For reports that return over 1,000 records, only the first 1,000 records will be returned.

Agency Type:  Agency:  Date Range: From  To

Record Status:  Update:  Crossing Purpose:  Crossing Position:

1 of 24 | Previous Page | Next Page | Last Page

**Enter a page number to move to that page**

**First Page** **Next Page** **Previous Page** **Last Page**

Crossing Records by Status for CSX Transportation [CSX]

# of Records Returned: 1000  
Report Generated: January 12, 2016

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

Figure 65. Report Paging

## Export Report

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

**Click on the disk to export to Excel, PDF, or Word**

1 of 24 | Previous Page | Next Page | Last Page

Crossing Records by Status for CSX Transportation [CSX]

# of Records Returned: 1000  
Date Report Generated: 2016

Excel  
PDF  
Word

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

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

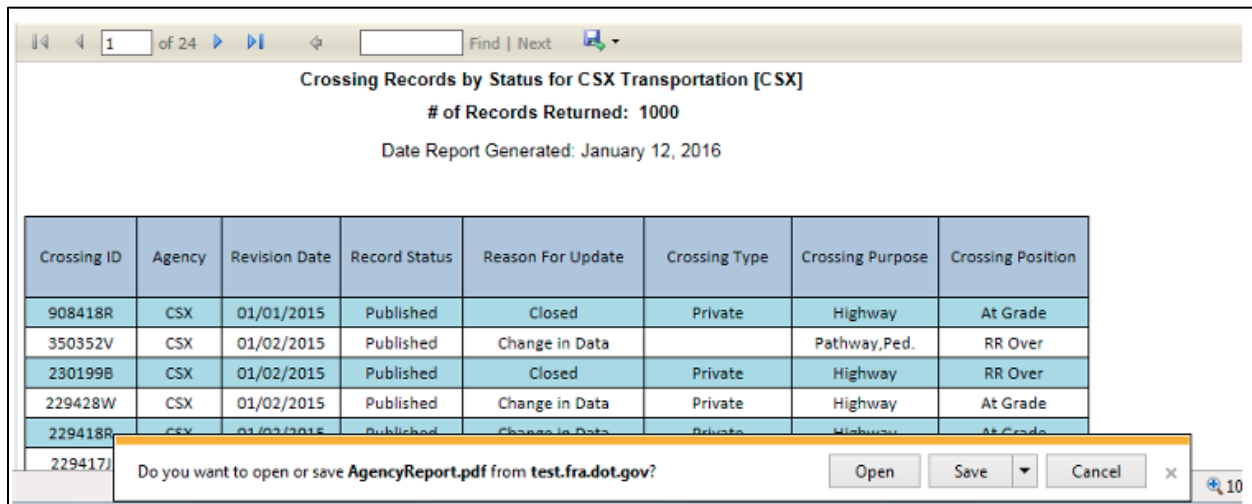


Figure 67. Prompt to Save the File (IE Browser Users)

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

## Agency Report

1. Click on the **Agency Report** tab.
2. By default, the system will automatically select the **Agency Type** and **Agency** based on the agency that you are registered for.
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).

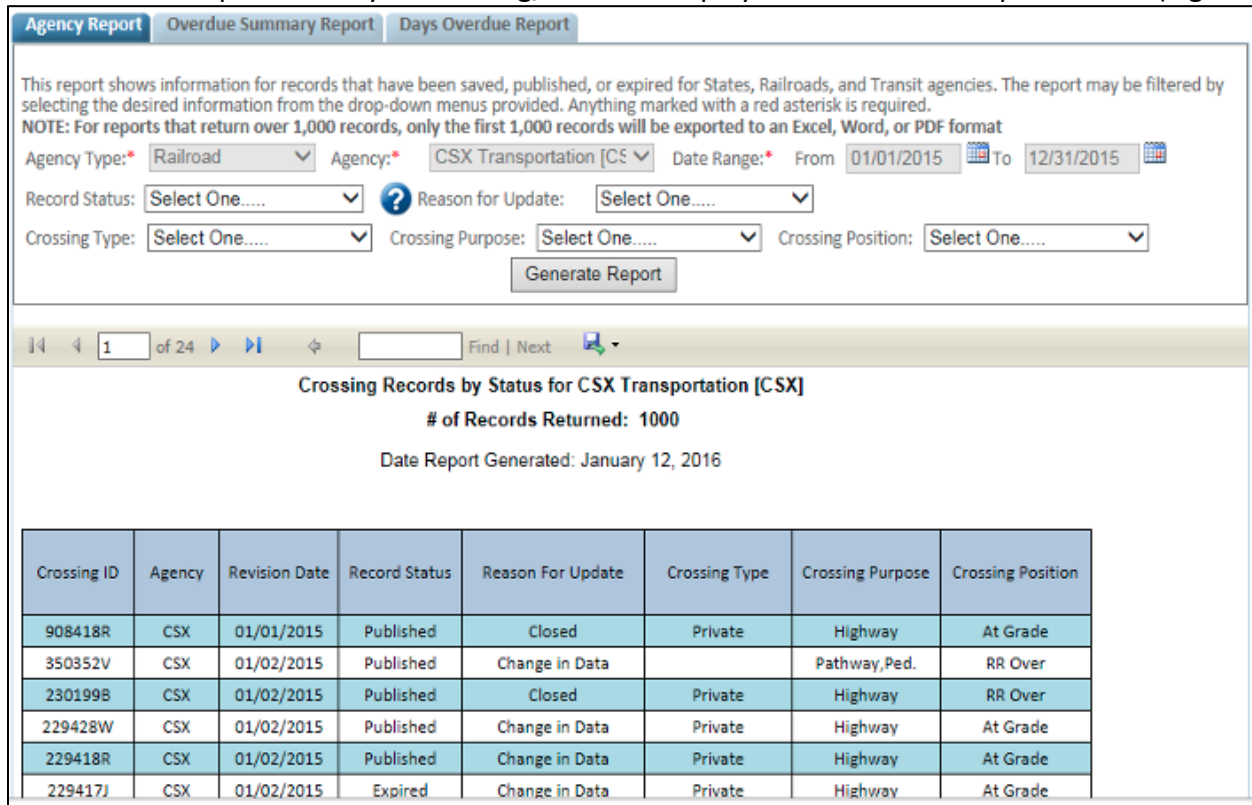


Figure 68. Agency Report Generated

## 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).

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

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).

## Federal Railroad Administration Highway-Rail Crossing Division

**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:  Agency:

---

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

### Unhandled Errors Report

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



## Federal Railroad Administration Highway-Rail Crossing Division

Agency Report
Overdue Summary Report
Days Overdue Report
Unhandled Errors

This report shows the GCIS unhandled errors. You may filter the result by Agency Code, Crossing Id and/or Date Range.

Agency Type: Railroad
Agency: Eastern Illinois R
Crossing Id: 
Date Range: From  To

Generate Report

**GCIS Unhandled Errors**  
**Total Records: 303**  
 Report Generated on: 11/30/2017 12:29:29 PM

1 2 3 4 5 6 7 8 9 10 ... >>

Crossing Id	Date Of Error	Error Message	Org	Submitted By	BulkUploadID
932609M	Nov 27 2017 9:30PM	Crossing doesn't exist. (ReportBaseId = 0) . Please contact FRA.	EIRC	s.miroshnichenko.ctr@dot.gov	
932609M	Nov 27 2017 9:29PM	Crossing doesn't exist. (ReportBaseId = 0) . Please contact FRA.	EIRC	s.miroshnichenko.ctr@dot.gov	
unknown	Nov 21 2017 11:08AM	The process cannot access the file "\\FRAHQE\WWW\001\VG\Uploads\GCIS_Upload\43568F16-5749-4432-8522-3AE461F4EC01_errors.xlsx" because it is being used by another process.	EIRC	unknown	43568F16-5749-4432-8522-3AE461F4EC01
unknown	Nov 21 2017 10:45AM	Object reference not set to an instance of an object.	EIRC	unknown	76F6FE02-B06E-4CC8-BEB3-06180AF8C138
unknown	Nov 21 2017 10:40AM	Object reference not set to an instance of an object.	EIRC	unknown	769CE55B-5702-42A4-8912-225821CB4A05

Figure 71. Unhandled Errors Report

### GCIS Help

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

FRA can be contacted at [RXIUpdates@dot.gov](mailto:RXIUpdates@dot.gov) if any HSR Corridor or MUTCD Code is not found in the related look up table(s) (as displayed in the drop-down lists) in the GCIS "Update Existing Crossing web form).

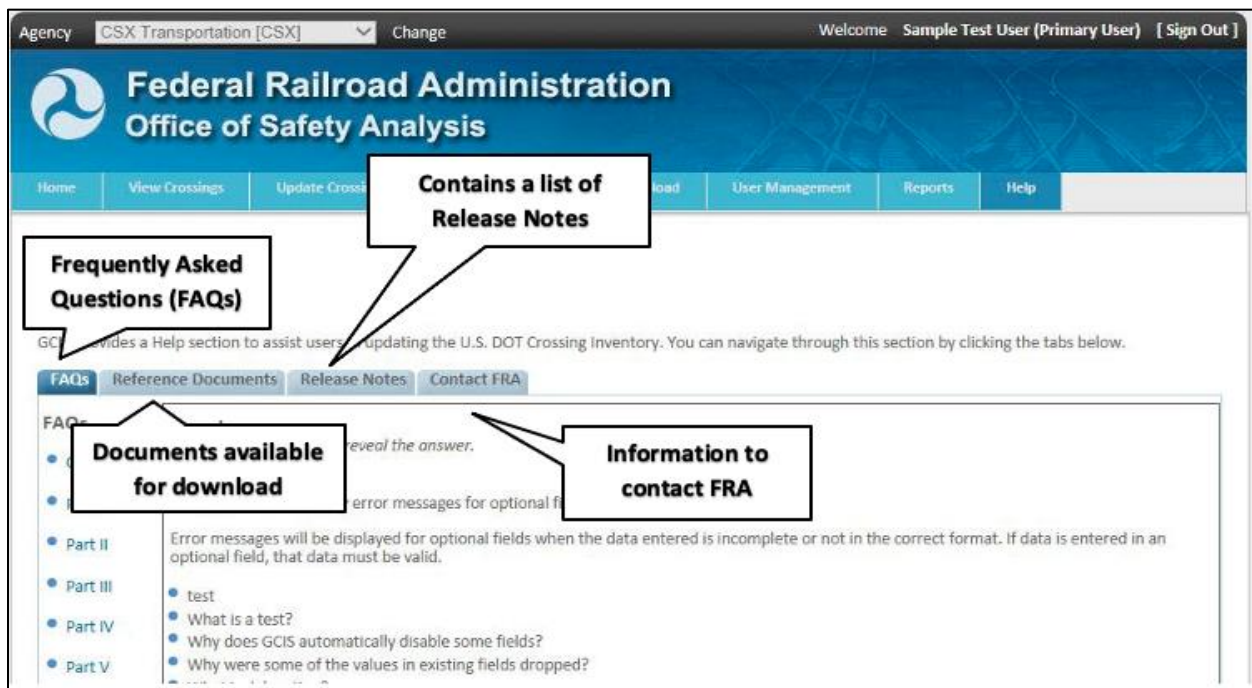


Figure 72. GCIS Help Page

## FAQs

1. Ensure that the FAQs tab is selected. If not, click on the **FAQs** tab.
2. Click on any of the links to the left (**General, Part I, Part II, Part IV, Part V, Public API, Secure API**).
3. The corresponding questions and answers (Q&As) will be displayed in the right section.
4. Click on a question to reveal the answer (Figure 73).

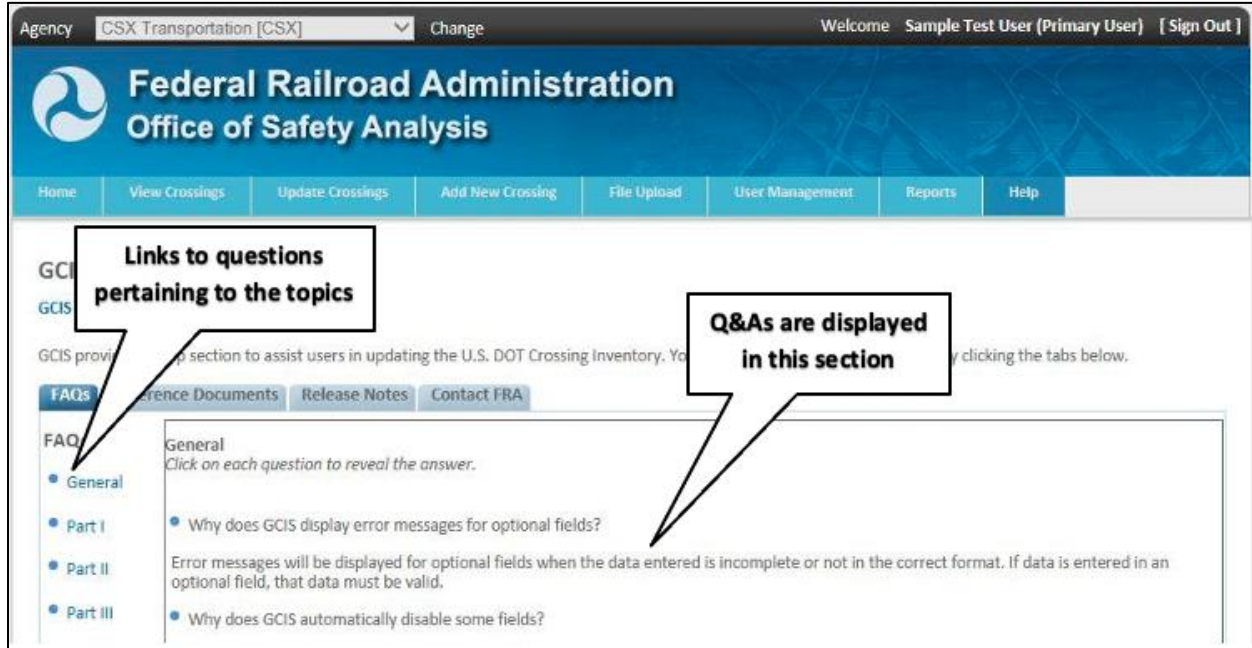


Figure 73. FAQs Section

## Reference Documents

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

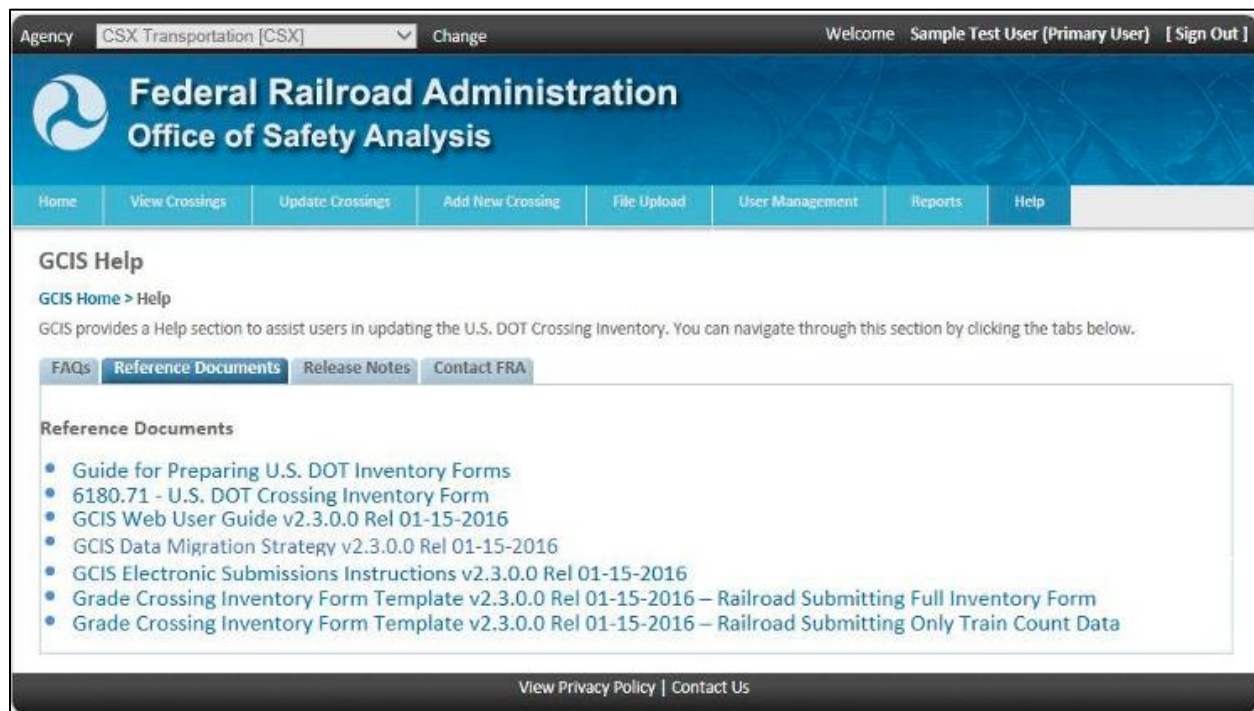


Figure 74. Reference Documents Section

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

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

### Release Notes

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

Information pertaining to all versions that were published along with the dates and release notes will be displayed in this section (Figure 75).

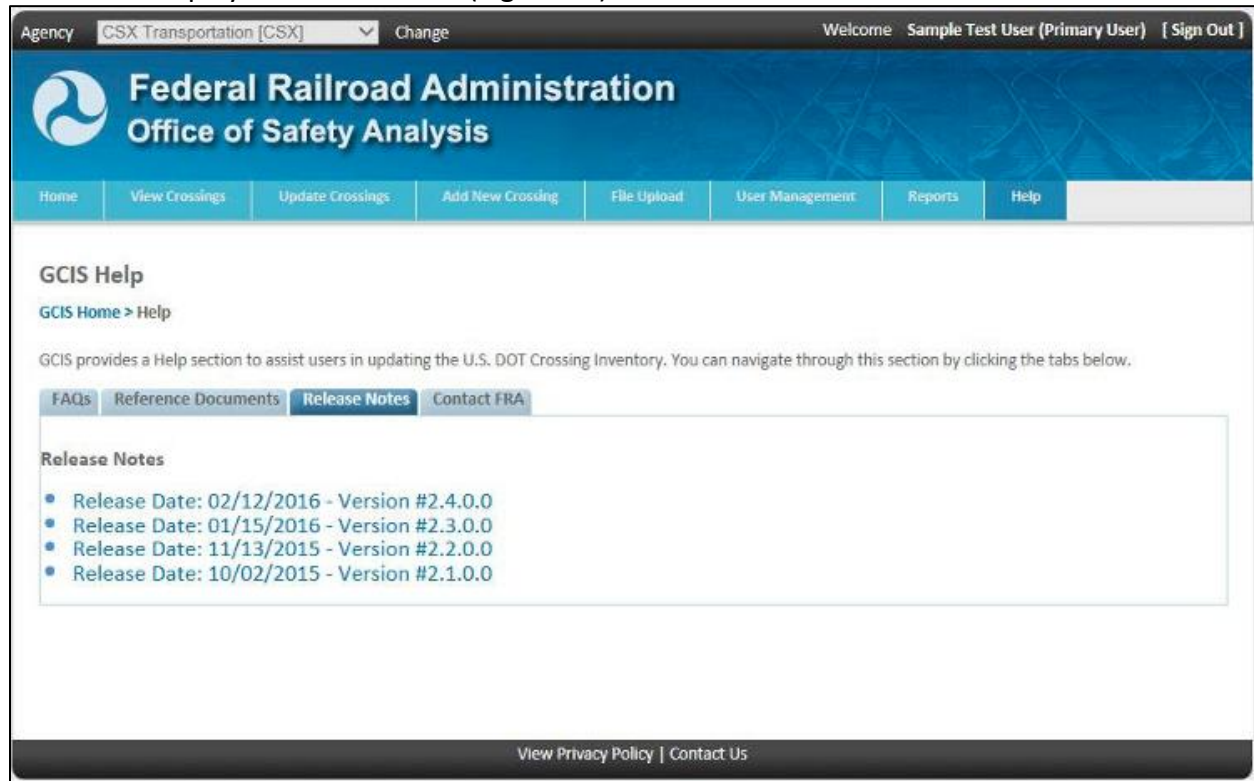


Figure 75. Release Notes Section

### Contact FRA

1. Click on the Contact FRA tab.

Information to contact FRA via email, phone, or mailing correspondence will be displayed in this section (Figure 76).



Figure 76. Contact FRA Section



## Section 3. User Account Registration

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

Note:

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

The following section takes you through the process of registering with GCIS 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 77).

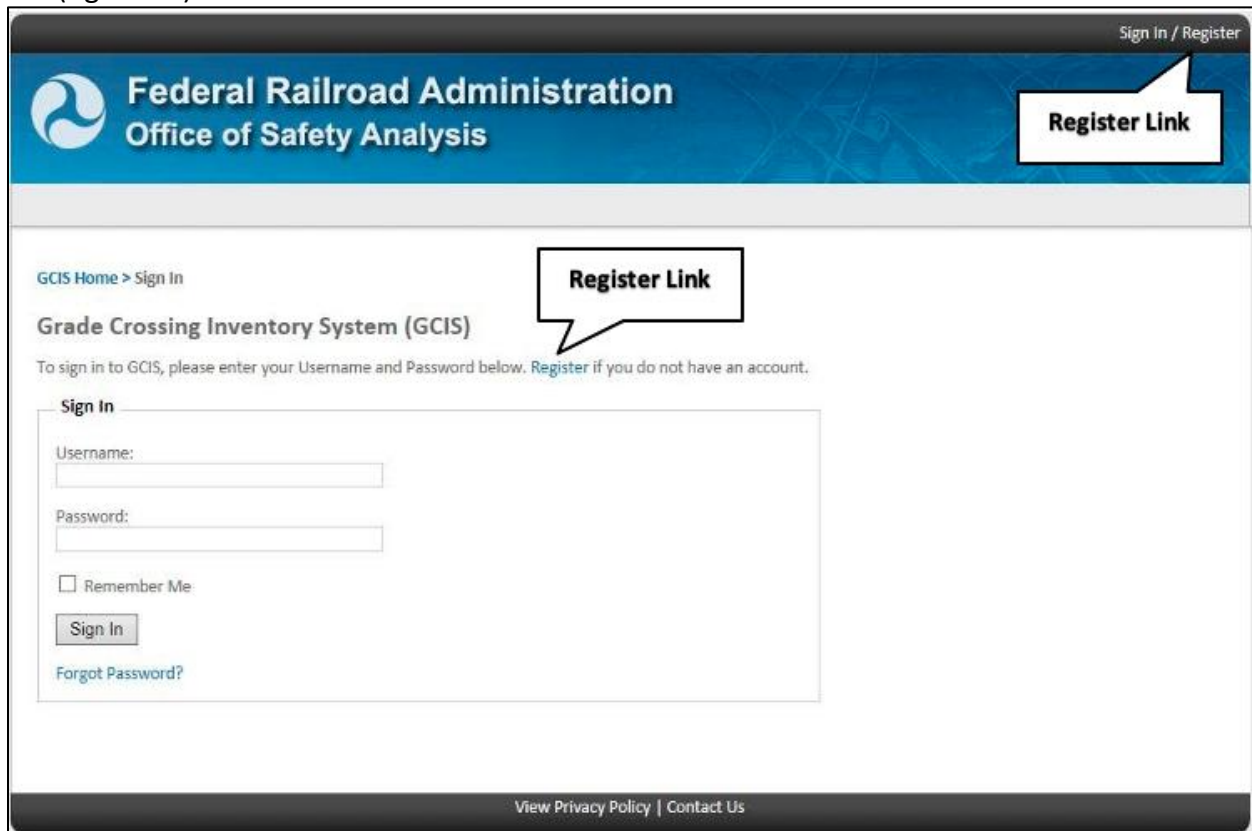
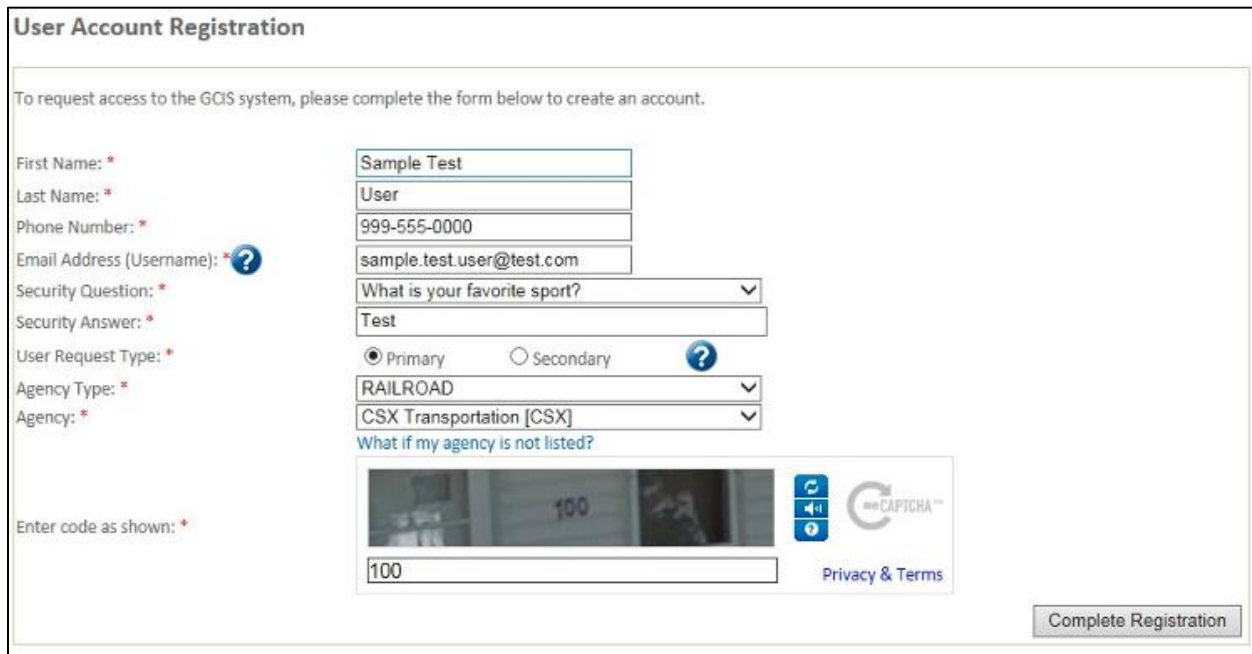
The screenshot shows the 'Grade Crossing Inventory System (GCIS)' sign-in page. At the top, there is a blue header with the 'Federal Railroad Administration Office of Safety Analysis' logo and a 'Sign In / Register' link. A callout box labeled 'Register Link' points to this link. Below the header, the page title is 'GCIS Home > Sign In'. A second callout box labeled 'Register Link' points to a link in the text: 'To sign in to GCIS, please enter your Username and Password below. [Register](#) if you do not have an account.' The sign-in form includes fields for 'Username:' and 'Password:', a 'Remember Me' checkbox, a 'Sign In' button, and a 'Forgot Password?' link. At the bottom, there are links for 'View Privacy Policy' and 'Contact Us'.

Figure 77. Register Link on Sign In Page

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



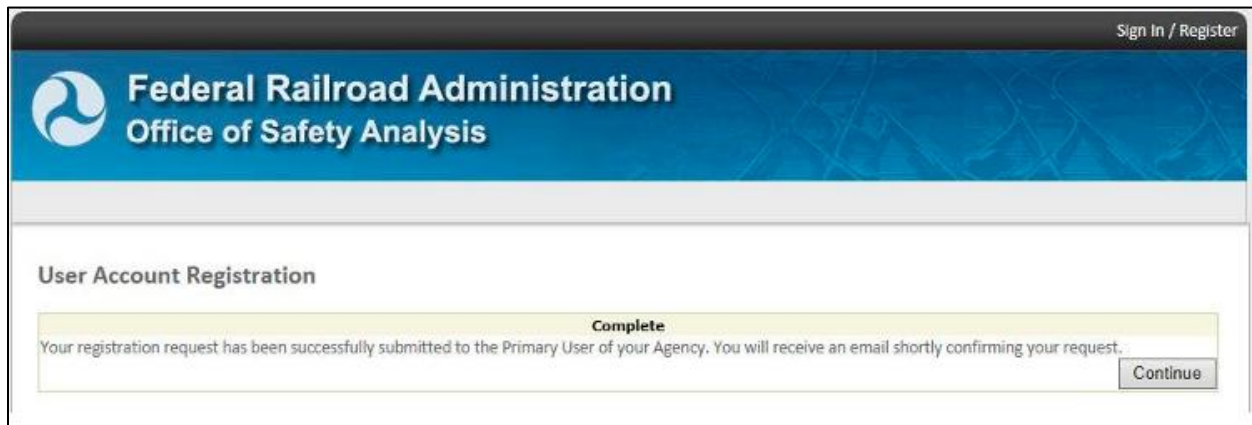


The image shows a web form titled "User Account Registration". At the top, it says "To request access to the GCIS system, please complete the form below to create an account." The form fields are as follows:

- First Name: \* (Text box with "Sample Test")
- Last Name: \* (Text box with "User")
- Phone Number: \* (Text box with "999-555-0000")
- Email Address (Username): \* ? (Text box with "sample.test.user@test.com")
- Security Question: \* (Dropdown menu with "What is your favorite sport?")
- Security Answer: \* (Text box with "Test")
- User Request Type: \* (Radio buttons for "Primary" (selected) and "Secondary" with a ? icon)
- Agency Type: \* (Dropdown menu with "RAILROAD")
- Agency: \* (Dropdown menu with "CSX Transportation [CSX]")
- Below the Agency dropdown is a link: "What if my agency is not listed?"
- Enter code as shown: \* (Text box with "100")
- To the right of the code box is a CAPTCHA image showing the number "100" and a "CAPTCHA" logo.
- Below the CAPTCHA is a link: "Privacy & Terms"
- At the bottom right is a button: "Complete Registration"

Figure 78. User Account Registration Page Completed

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



The image shows a confirmation page for the "User Account Registration". At the top right is a link: "Sign In / Register". The header features the Federal Railroad Administration logo and the text "Federal Railroad Administration Office of Safety Analysis". Below this is a section titled "User Account Registration". A yellow box contains the message: "Complete Your registration request has been successfully submitted to the Primary User of your Agency. You will receive an email shortly confirming your request." At the bottom right of the yellow box is a button: "Continue".

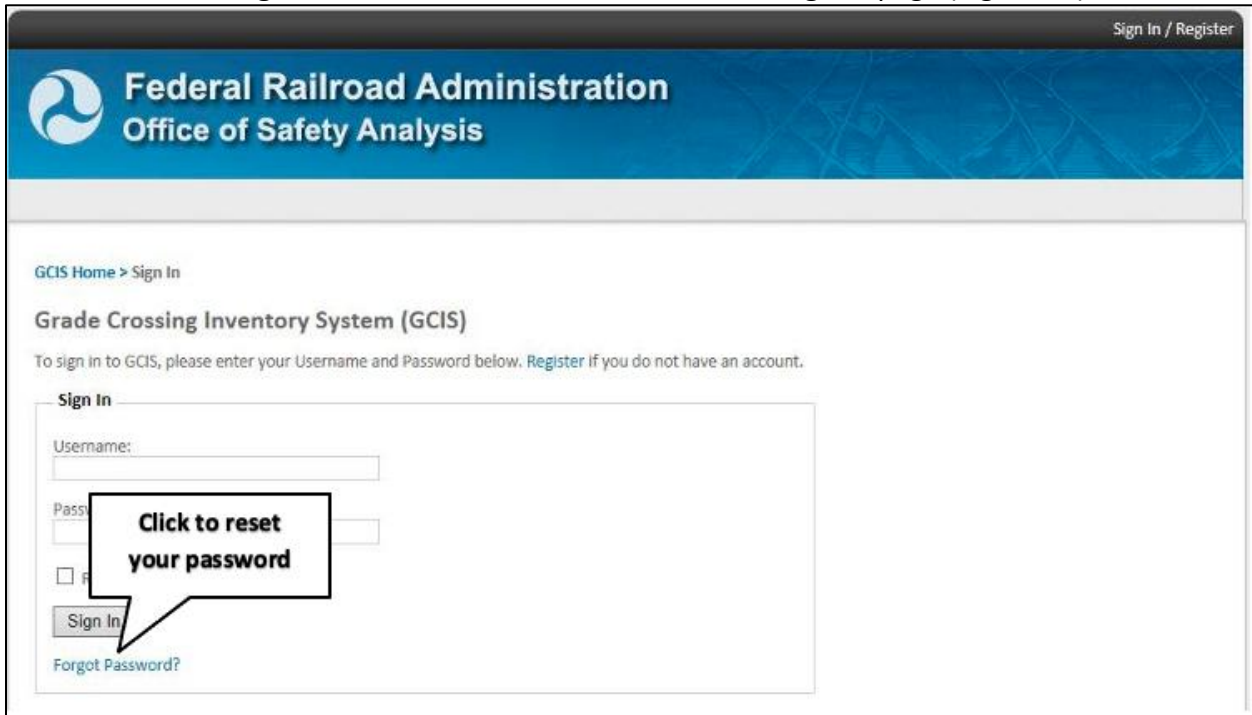
Figure 79. Registration Successfully Submitted

### Multiple Accounts

1. If you register for multiple agencies, you must use a unique email address for each one.
2. Once you have registered, you can email [RSISRXIUpdates@dot.gov](mailto:RSISRXIUpdates@dot.gov) to request to have one email address associated with all of the agencies.
3. Once complete, you can log in using one email address to access all of your agencies.
4. You can toggle between each agency by selecting the agency from the "Agency" drop-down list and selecting "Change".
5. You must be on the Home page to change your agency.
6. The Welcome User section will always display the user type for your home agency.

## Reset Password

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



The screenshot shows the 'Sign In / Register' header for the Federal Railroad Administration Office of Safety Analysis. Below the header, the page title is 'Grade Crossing Inventory System (GCIS)'. A message states: 'To sign in to GCIS, please enter your Username and Password below. [Register](#) if you do not have an account.' The 'Sign In' section contains a 'Username:' field, a 'Password:' field, a 'Remember Me' checkbox, and a 'Sign In' button. A callout box with the text 'Click to reset your password' points to the 'Forgot Password?' link located below the 'Sign In' button.

Figure 80. [Forgot Password? Link on Sign In Page](#)

2. Enter your **Username** into the field provided and then press the **Next** button.
3. The **Reset Password** page will display. Complete the **Security Answer** and then press the **Change Password** button (Figure 81).



The screenshot shows the 'Reset Password' page for the Federal Railroad Administration Office of Safety Analysis. A message states: 'Please provide the answer to your Security Question, then press the **Change Password** button. If you do not know or do not have a security question or answer, please contact Help Desk Support at (888) 372-9393 (press 1) to reset your password.' The 'Account Information' section contains a 'Username:' field with the value 'sample.test.user@test.com', a 'Security Question:' field with the value 'What is your favorite sport?', and a 'Security Answer:' field. Below these fields are 'Cancel' and 'Change Password' buttons.

Figure 81. [Security Answer on Reset Password Page](#)

4. If the Security Answer provided is correct, the system will display a Success message (Figure 82). Press the Continue button to be redirected back to the **GCIS Sign In** page. The system will send an email notification to the email address on file containing the temporary password with instructions on how to reset your temporary password and log in using the updated login credentials. Follow the instructions provided in the [Changing Temporary Password](#) section to change your temporary password to a permanent password.



Figure 82. Password Successfully Reset

### Changing Temporary Password

1. On the GCIS Sign In page, enter your Username and temporary password into the **Username** and **Password** fields, and then press the **Sign In** button. System will display the **User Account Confirmation** page (Figure 83).

The screenshot shows the 'User Account Confirmation' page. The header includes the agency logo and name, and a navigation bar with 'Agency: CSX Transportation [CSX] Change', 'Welcome Sample Test User (Secondary User)', and a 'Sign Out' link. The main content area has the title 'User Account Confirmation' and a prompt: 'Please complete the fields below to confirm your account.' Below this are four input fields: 'Username: \*' (containing 'sample.test.user@test.com'), 'Enter Temporary Password: \*', 'Enter New Password: \*', and 'Confirm New Password: \*'. At the bottom of the form are 'Cancel' and 'Change Password' buttons, and a 'Password Policy' link. The footer contains 'View Privacy Policy | Contact Us'.

Figure 83. User Account Confirmation Page

2. Enter your temporary password into the **Enter Temporary Password** field, which can be found in the email notification you received.
3. Enter the same new password into the **Enter New Password** and **Confirm New Password** fields, and then press the **Change Password** button. To exit without changing your temporary password, press the **Cancel** button.
4. If the temporary password entered is correct and the new password entered passes the password requirement, a Success message will display (Figure 84). Press the **Continue** button to be redirected to the **GCIS Home** page for sign in.

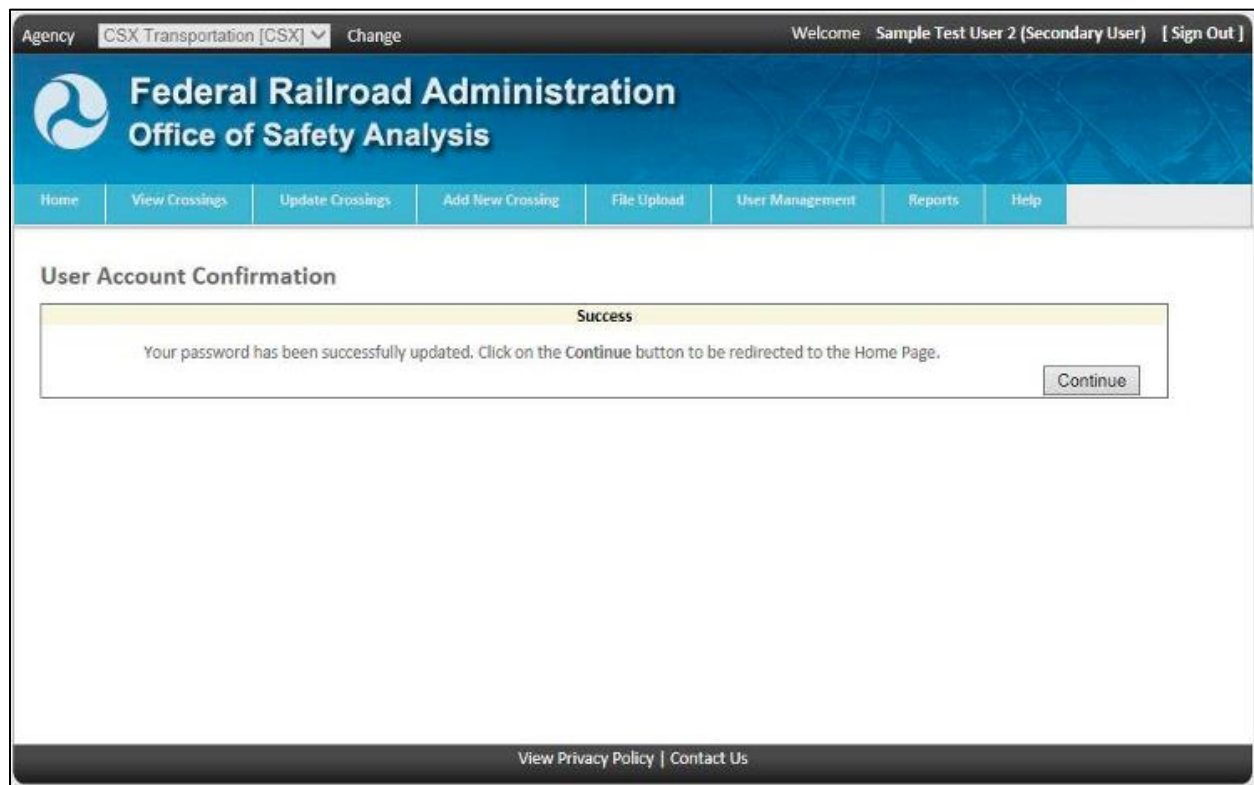


Figure 84. Password Successfully Updated Message

## **APPENDIX A**

### ***GCIS Functionalities for Certain Data Field Items***

For specific data field items on the Inventory form, Appendix A displays the way GCIS works in the “Updating Existing Crossing” web form” and/or in the “Add New Crossing” web form. In addition, other functionalities are also described.

**IMPORTANT:** Specific Instructions for completing the items on the Inventory Form can be found in the document: ***“Federal Railroad Administration Guide for Preparing U.S. DOT Crossing Inventory Forms”***.

#### **WEB FORM FUNCTIONALITIES**

##### ***I.25. Quiet Zone***

GCIS now provides the date that I.25 was updated, if known.

A tool tip has been included for I.25, to display the date that data was posted for I.25 in the GCIS database. To activate this tool tip, the user can place the cursor over the I.25 Quiet Zone box in the web form for "View Existing Crossing" and "Update Existing Crossing" functionalities (Figure 85).

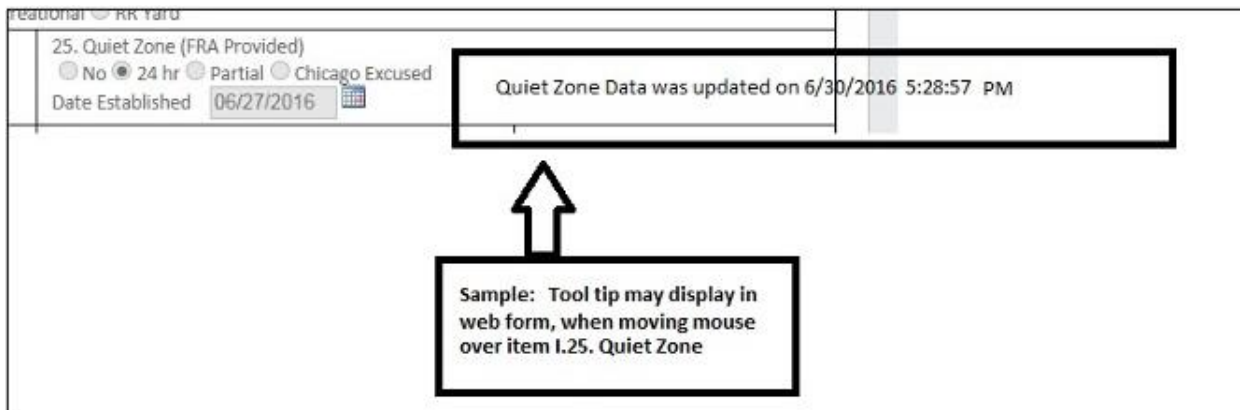


Figure 85. I.25. Quiet Zone Tool Tip is Displayed (I.25)

Refer to Appendix A’s “DATA DOWNLOAD FUNCTIONALITIES” for further information.

##### ***III.2.D Advance Warning Signs (Enter counts, check boxes will be auto selected)***

If a user is updating an existing crossing, the GCIS web form may display a red border around the W10-1 count box in item III.2.D. (Figure 86). The red border for W10-1 is an indication that this type of advanced warning sign was or is present at the crossing, but the counts are not specified. A user may enter 0, or valid values 1-9, if the red box is displayed, depending on quantity, in the “Updated Existing Crossing” web form.



## Federal Railroad Administration Highway-Rail Crossing Division

Check marks in III.2.D., that are in the boxes preceding the W10-# items, are automatically checked off based on the values being greater than 0 in any of quantity boxes.

Part I	Part II	Part III	Parts IV and V
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) 0	2.B. STOP Signs (R1-1) (count) 0	2.C. YIELD Signs (R1-2) (count) 0	2.D. Advance Warning Signs (Enter counts, check boxes will be auto selected) <input type="checkbox"/> W10-1 <input checked="" type="checkbox"/> W10-3 0 <input type="checkbox"/> W10-11 <input checked="" type="checkbox"/> None <input type="checkbox"/> W10-2 0 <input type="checkbox"/> W10-4 0 <input type="checkbox"/> W10-12 0

Figure 86. Red Border is shown around quantity box for W10-1 (III.2.D)

### III.3.F. Installation Date of Current Active Warning Devices

When entering data in an “Add New Crossing” web form, if user enters a quantity that is greater than 0, in one of train activated warning device items, the user can uncheck the “Not Required” box, and enter a date (MM/YYYY), if a date is required (Figures 87 and 88).

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 checked="" 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 2 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) 0 <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 2
3.F. Installation Date of Current Active Warning Devices: (MM/YYYY) <input type="text"/> <input checked="" type="checkbox"/> Not Required		3.G. Wayside Horn <input type="radio"/> Yes <input checked="" type="radio"/> No Installed on (MM/YYYY) <input type="text"/>	3.H. Highway Traffic Signals Controlling Crossing <input type="radio"/> Yes <input checked="" type="radio"/> No	3.I. Bells (count) 0
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 checked="" type="radio"/> None			3.K. Other Flashing Lights or Warning Devices Count 0 Specify type <input type="text"/>	

Figure 87. Not Required is Checked Off, Installation Date of Current Active Warning Devices is Dimmed (III.3.F.)

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 checked="" 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 2 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) 0 <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 2
3.F. Installation Date of Current Active Warning Devices: (MM/YYYY) 01/2021 <input type="checkbox"/> Not Required		3.G. Wayside Horn <input type="radio"/> Yes <input checked="" type="radio"/> No Installed on (MM/YYYY) <input type="text"/>	3.H. Highway Traffic Signals Controlling Crossing <input type="radio"/> Yes <input checked="" type="radio"/> No	3.I. Bells (count) 0
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 checked="" type="radio"/> None			3.K. Other Flashing Lights or Warning Devices Count 0 Specify type <input type="text"/>	

Figure 88. Roadway Gates is Greater than 0, and User can Enter Installation Date of Current Active Warning Devices

## DATA DOWNLOAD FUNCTIONALITIES

### I.25. Quiet Zone

GCIS now provides, in a download data file, the date that data was posted for I.25, in the GCIS database, if known.

QuietZone.csv file has been included in the file download data from GCIS application’s “File”, “Download” submenu. This file contains the Agency’s crossing numbers, and for crossings that have values in the Quiet Zone field, Quiet Zone data is included in the file. The dates that FRA last updated the Quiet Zone data in GCIS, if available, is also included in this file.