



# JSRCFB Minutes Website

<http://ra.defense.dodlive.mil/jsrcfb-state-minutes/>

By: Steve Turner  
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# Contact Information

- If you need administrative assistance with the site related to any design issues or site errors please send an email to [reserveaffairs.webmaster@osd.mil](mailto:reserveaffairs.webmaster@osd.mil)
- If you need additional assistance regarding posting minutes to the site please contact COL Adrian Nagel at [adrian.nagel@osd.mil](mailto:adrian.nagel@osd.mil)

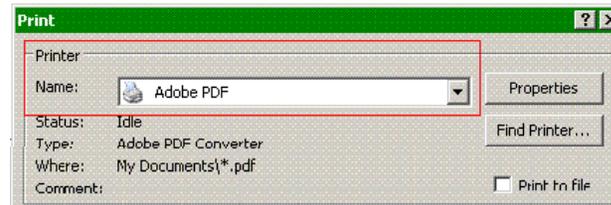
# Background

The JSRCFB State Minutes site allows each state to upload their minutes, communicate through comments section, and link the page to their popular social media site such as Facebook.

# Important

Before you get started these are some important items you need to know:

- You can only upload your minutes in PDF format. (If your document is in Word format or Excel format you can save it as a PDF by clicking Print, and print as PDF, select Adobe PDF in the name section drop menu.)



- The maximum file size you can upload to the site is 2000KB.

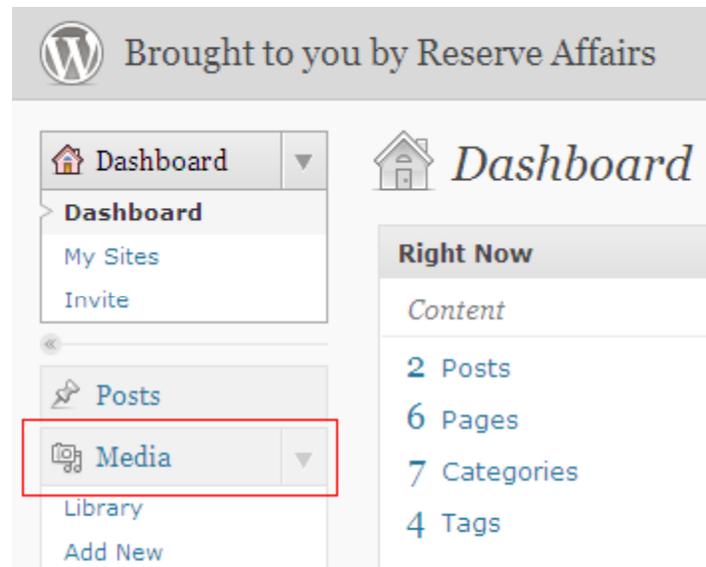
# Instructions - Step 1

- Login to the JSRCFB Minutes site at the following Web address: <http://ra.defense.dodlive.mil/wp-login.php>

**NOTE:** Before posting to the site you must first request account access. To request account access send an email to COL Adrian Nagel at [adrian.nagel@osd.mil](mailto:adrian.nagel@osd.mil). Once your request is approved you will be added to the list of users and issued a username and password.

# Instructions - Step 2

- Click on the “Media” tab on the left navigation. In this section you will begin to upload your documents (2000KB max).



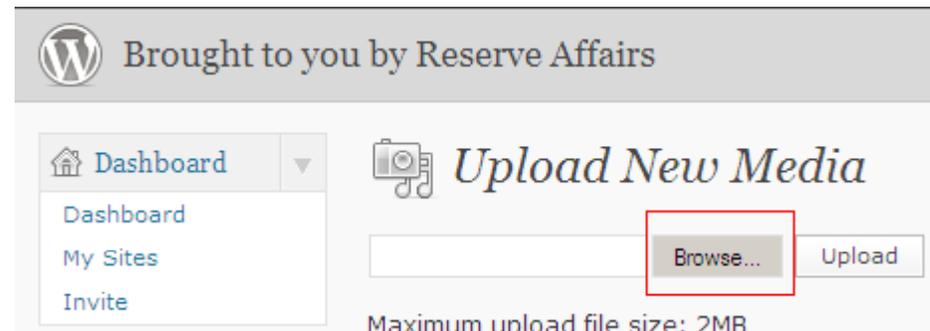
# Instructions - Step 3

- At the top of the page click the “Add New” button.

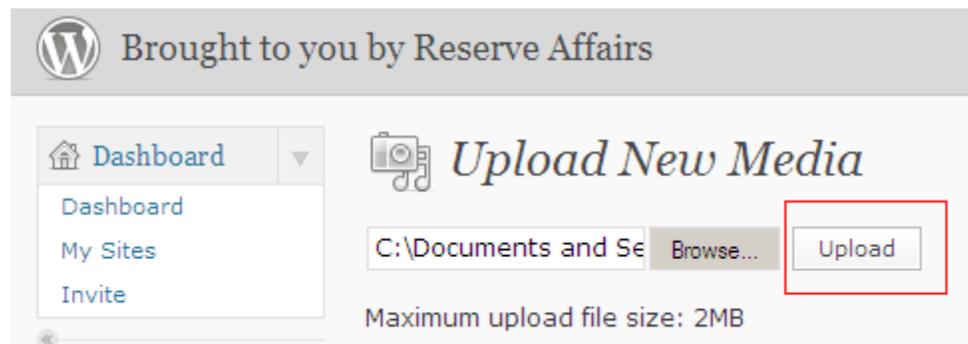


# Instructions - Step 4

- On the upload page click the “Browse” button and locate the file you wish to upload on your computer.

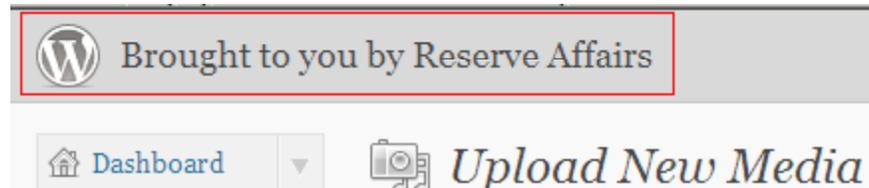


- Once you have selected your file click the upload button.



# Instructions - Step 5

- Once your file is uploaded go to the minutes page by clicking on the site title in the top left hand corner.



- Click JSRCFB State Minutes in the top navigation.



# Instructions - Step 6

- Post a comment at the bottom of the minutes page stating that your state has uploaded the minutes.

The screenshot displays a Disqus comment section. At the top, there is a list of comments from various states and territories, each with a name, title, date, and a status icon (green checkmark or red X). Below the list, there are interaction buttons for 'Like' and 'Dislike', and a 'DISQUS' dropdown menu. The 'Add New Comment' section is highlighted with a red box and contains a profile for Steve Turner, a text input field with the text 'Washington, DC minutes have been uploaded 01-25-2011', and a 'Post as Steve Turner' button.

State/Territory	Name	Date	Status
Wyoming	COL Tammy J. Maas	10-14-2009 03-21-2006	✓
Other U. S. Territories			
Guam	LTC Norman P. Limtiaco	06-30-2010 03-21-2006	✓
Puerto Rico	MAJ Carlos Caez	02-05-2008	✓
Virgin Islands	LTC Carolyn Lancios		✗

Like 1 person liked this. DISQUS

**Add New Comment**

**Steve Turner** (edit profile) Logout  
1 comment 1 like received

Washington, DC minutes have been uploaded 01-25-2011

Post as Steve Turner

# Instructions - Step 7

- Once your comment is posted COL Adrian Nagel will approve and the Web administrator will load to the minutes page.