

After logging into Sonis click on the 'General' drop down.

Then Click 'Volunteer-Services'

The screenshot shows the SonisWeb interface for a student. The top navigation bar includes the Eureka College logo, user profile, and links for PRINTABLE, COURSES BY SEMESTER, and LOGOUT. The main header displays 'Student' and the date 'MAY 10, 2021'. A left sidebar menu is open, showing options like Home, Bio, Update Bio, Emer Contacts, Health, Volunteer-Service (highlighted with a red box), and Reminders. The main content area contains a 'Holds' section with a 'Transcript' link, a 'General Services' section with 'Cumulative GPA: 0.00' and 'Reminders: 1/0', and a 'Billing Note' section with a link 'To view your bill:'. A welcome message reads: 'Welcome to SonisWeb! If you have any questions please contact the IT Department @ x6467 or email bharris@eureka.edu'.

➤ Click on the 'Service Type' Link to edit an existing entry.

The screenshot shows the 'Service Type' section of the SonisWeb interface. It features a table with the following columns: Service Type: On Campus, Off Campus; Service Project; Hours; Start Date; and Stopped. A single entry is listed: 'On Campus' (highlighted with a red box), 'March of Dimes', '2.00', '09/05/2020', and '09/05/2020'. Below the table, it says 'TOTAL HOURS 2.00' and there is a yellow 'ADD' button.

➤ Click the 'ADD' button to add a new entry.

Edit Entry:

The screenshot shows the 'Edit Entry' form in the SonisWeb interface. The form is titled 'Student' and dated 'MAY 10, 2021'. It contains several input fields: 'Service Type: On Campus, Off Campus' (with 'On Campus' selected), 'Service Project' (with 'March of Dimes' selected), 'Hours' (with '2.00' entered), 'Start Date' (with '09/05/2020' selected), and 'Stopped' (with '09/05/2020' selected). There is also a 'Memo' field with the text 'Test'. At the bottom of the form are three buttons: 'RESET', 'SUBMIT', and 'DELETE'.

Add Entry:

Student

MAY 10, 2021

* Service Type: On Campus, Off Campus

Start Date

Service Project

Stopped

Hours

Memo :