# KinderConnect – Review and Update Child Attendance Details - For Providers

Use the Attendance > Detail page to review attendance.

**Note**: Attendance is automatically submitted after 10 days. For example, attendance from January 5th will be submitted on January 15th.

**A** Press **Detail** under Attendance.
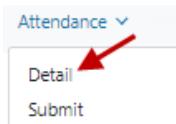
**Note**: If you are associated with multiple providers, use the drop-down to switch between them. Otherwise, the Provider field will remain locked.

**B** Use the back and forward arrows to navigate between different weeks. You can also use the calendar to select a week of attendance or manually enter a date in the date field.

**C** Review attendance as needed. It is recommended that providers review attendance throughout the service period. Once attendance entries are grayed out, you can no longer edit.

**D** If editing attendance, for example entering a missing time, click inside the time cell to edit/enter the time.
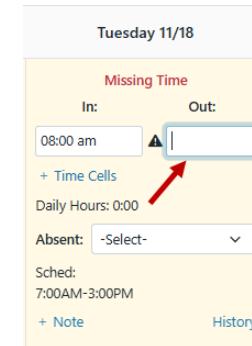
**E** Once done, click **Save**.

**F** Click **History** on the lower right of a day to review the details of all **In** and **Out** times entered and of any changes made to the attendance.
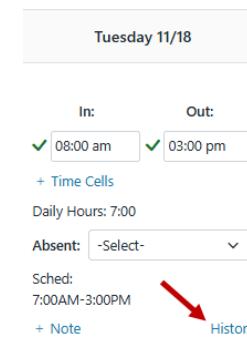
Note: The **History** will display deleted attendance records in gray.