USER MANUAL

TimeVault — End-user Guide

Create an effective-dated Country and child State, approve them on their owning records, split a later correction into bounded periods, and inspect both business time and recorded history.

Use the current tenant, profile and permitted actions. Screenshots illustrate the application; example records and date fields may differ in your environment.

Contents

1. Operating journey and preparation
2. Choose the procedure for your business task
3. Create a Country with an explicit effective period
4. Create a State within an eligible Country period
5. Correct an existing version without changing its identity
6. Slice and Dice a bounded correction and inspect all periods
7. Approve, reject and recover a saved workflow handoff
8. Use effective-on and recorded-as-of views correctly
9. Inactivate or remove a version from use
10. Appendix · Screen and action directory
11. Application screen reference and what to inspect
12. Cross-module handoffs and the record references to retain
13. Problem → responsible action → safe continuation

CHAPTER 1

Operating journey and preparation

Create an effective-dated Country and child State, approve them on their owning records, split a later correction into bounded periods, and inspect both business time and recorded history.

Worked example and preparation

Use unique training Country/State codes that satisfy the displayed patterns. Define D0 as today, D1 as a later date and D2 as a date after D1. Use valid calendar dates in the forms; the letters D0/D1/D2 are explanatory placeholders.

Responsibilities

Role	Responsibility
Master maker	Previews and submits temporal changes.
Independent reviewer	Compares values and effective periods on the Country/State record.
Auditor	Uses effective-on and recorded-as-of views to reconstruct history.

Terms used in this module

Term	Meaning
Effective time	When the business value applies.
Recorded time	When the system recorded a version or decision.
Current timeline	The presently approved set of segments, including future segments.
Superseded version	A preserved earlier representation, retained for audit.

The procedures below explain operation. Application captures use illustrative records. Record actual demonstration and UAT outcomes separately; a written expected result is not a recorded pass.

CHAPTER 2

Choose the procedure for your business task

Business journey	Open the detailed steps
Approved Country and dependent State	Create a Country with an explicit effective period Create a State within an eligible Country period

Business journey	Open the detailed steps
Bounded correction and independent decision	Correct an existing version without changing its identity Slice and Dice a bounded correction and inspect all periods Approve, reject and recover a saved workflow handoff
Historical reconstruction and withdrawal	Use effective-on and recorded-as-of views correctly Inactivate or remove a version from use

CHAPTER 3

Create a Country with an explicit effective period

Open	Who acts
Core Masters → Country → Create	Master maker and independent reviewer

Create a governed reference whose business availability depends on both approval and its effective dates.

Fields: what to enter and why

Field	Value or selection	Meaning and effect
Code / Name	A unique code matching the displayed format and a readable training name	The key is fixed when revising an existing record.
Description	The optional business explanation	Keep the purpose separate from the reason for this particular change.
Effective from / Effective to	D0 and an allowed end, or No end date	The preview uses inclusive day boundaries; future approval does not make the value available before its start.
Change reason / Business reason	The offered reason code and a meaningful explanation	A reason is required and remains with the proposal.

Procedure and expected result

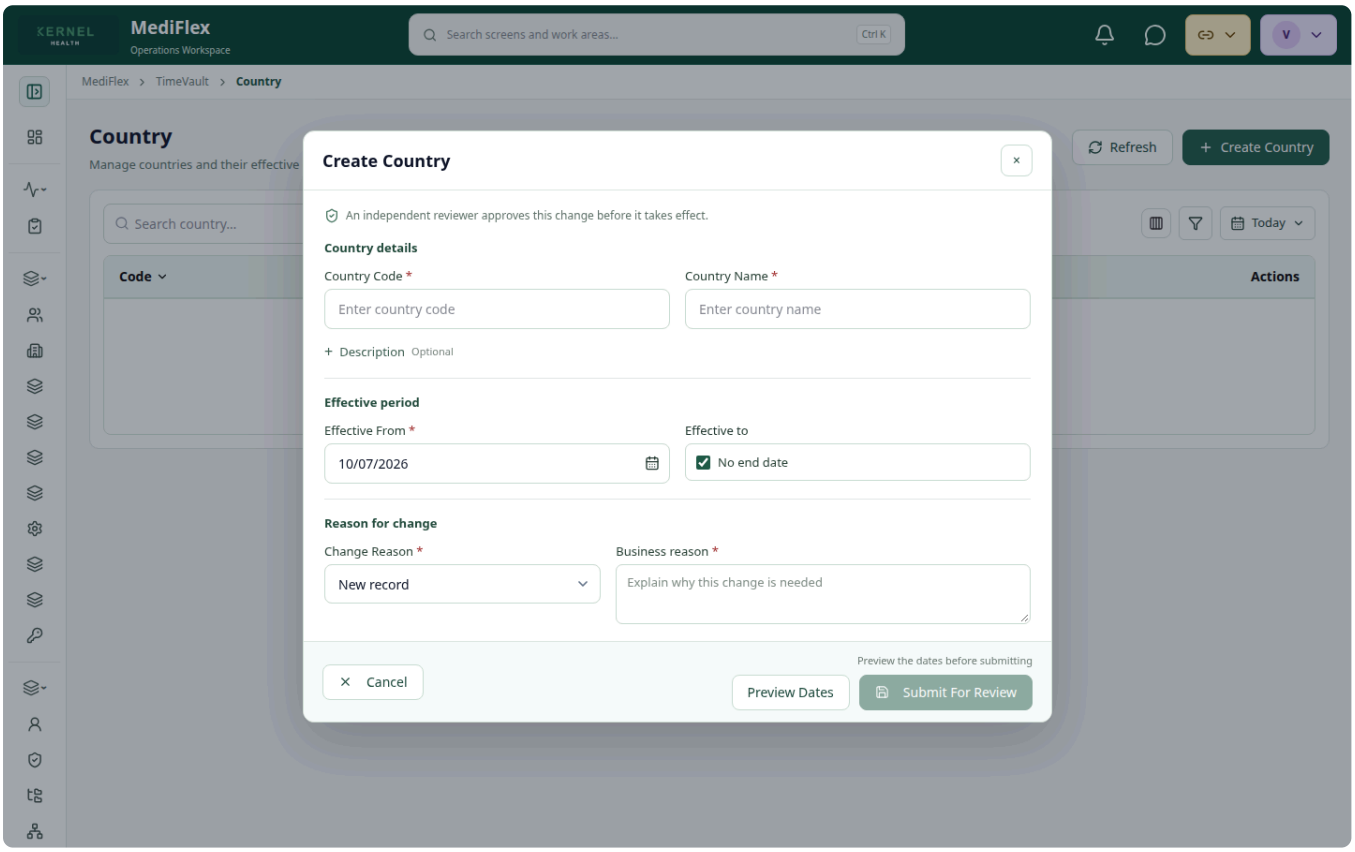
Step	Action	Expected visible result
1	Search Country by code and name before creating.	An existing identity can be inspected instead of duplicated.
2	Enter the record values, effective period and business reason.	The proposed business interval is explicit.
3	Select Preview dates and inspect the returned timeline.	The proposed treatment is shown before submission.
4	If any input changes, preview again, then Submit for review.	The submitted request matches the current values and dates.

Step	Action	Expected visible result
5	The independent reviewer opens the same Country record and its change.	Before/proposed values, period and requester are available.
6	After approval, reopen the timeline and current list.	The value appears when effective; a future-dated approved value remains future.

SCREEN 1

Country creation and effective period

Retained application capture · illustrative records · earlier UI may differ · select image to enlarge



When the result differs

Observation	Next action
Submit is disabled	Run the current date preview and complete required fields/reasons.
A saved change has not reached review	Use the saved request's Send to Regulix / retry handoff rather than creating another Country.

Completion check

Show proposed period, independent decision and the distinction between approved and currently effective.

Continue

Create a State only after the Country is approved for the required State period.

CHAPTER 4

Create a State within an eligible Country period

Open	Who acts
Core Masters → State → Create	Master maker and independent reviewer

The State's Country is a reference to the approved parent, and its effective interval must be supported by that parent's active coverage.

Fields: what to enter and why

Field	Value or selection	Meaning and effect
Country	The eligible approved training Country	Selection uses parent authority, not merely a matching name.
State code / name	Unique compatible code and readable name	Keys and parent cannot be freely reassigned through an ordinary update.
Effective dates	A period covered by the active Country timeline	Do not create a child beyond its parent's permitted interval.
Reason	Why this child reference is needed	Retain the business rationale with the proposal.

Procedure and expected result

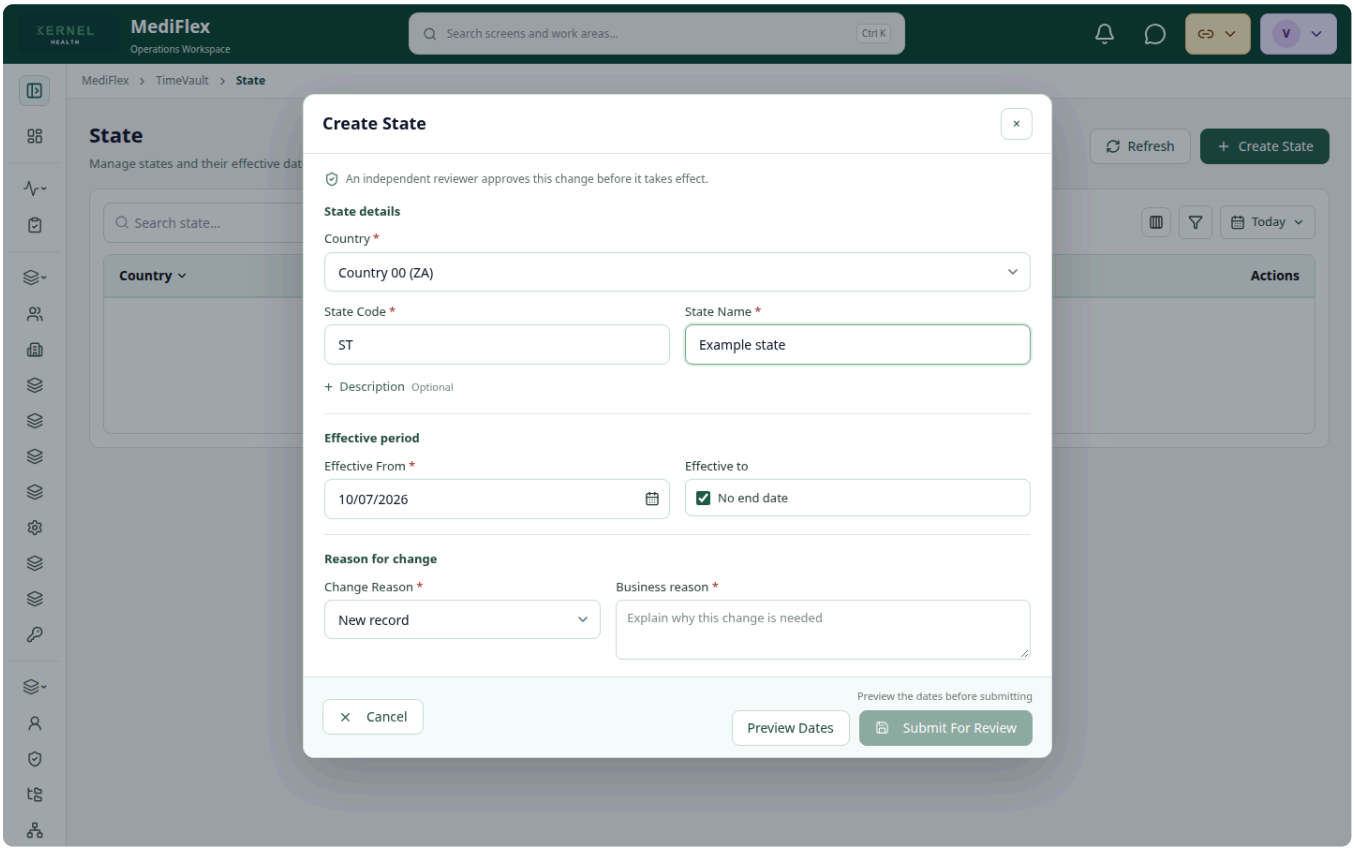
Step	Action	Expected visible result
1	Inspect the Country timeline and its approved period.	The parent can support the intended State.
2	Open State creation and select that Country.	The saved parent reference is used.
3	Enter State values and dates, then Preview dates.	The timeline preview validates the proposed interval.

Step	Action	Expected visible result
4	Submit and have the independent reviewer decide the saved State request.	The reviewer can inspect parent and proposed period.
5	Read back State under the effective date view.	The approved child belongs to the intended Country and period.

SCREEN 2

Create State: country association and effective period

Retained application capture · illustrative records · earlier UI may differ · select image to enlarge



When the result differs

Observation	Next action
Country cannot be selected	Check approval, active coverage and the proposed start date.
Parent coverage validation fails	Extend/correct the Country through its governed change or shorten the child interval; do not bypass the relationship.

Completion check

Show parent reference, child period and the approved State timeline.

Continue

Use Edit for a whole-period correction or Slice and Dice for a bounded subperiod.

CHAPTER 5

Correct an existing version without changing its identity

Open	Who acts
Country or State → View record → Propose edit	Master maker

An edit creates a reviewed successor representation of the existing record. It should not be used to convert one controlled identity into another.

Fields: what to enter and why

Field	Value or selection	Meaning and effect
Selected version / revision	The current timeline segment opened from the record	This is the concurrency baseline for the proposal.
Editable business fields	Correct name/description as permitted	Key and parent fields are locked on existing records.
Effective dates	The intended treatment interval	Use the preview to see whether the action replaces or splits coverage.
Business reason	What was wrong and why correction is needed	Provides an audit explanation beyond the new wording.

Procedure and expected result

Step	Action	Expected visible result
1	Open the record and inspect its current periods.	The intended segment is selected.
2	Use Propose edit and correct only the permitted non-key values.	The stable Country/State identity is preserved.
3	Set dates deliberately and preview the treatment.	The resulting segments can be compared with the original.
4	Submit the change and retain its request reference.	The previous timeline remains effective while review is pending.
5	After decision, compare current and preserved versions.	The new values and earlier representation are both attributable.

When the result differs

Observation	Next action
Another change is already pending	Complete its decision before submitting another proposal.
The revision is stale	Reload the record and prepare the correction against the latest timeline.

> **Completion check**
>
> Show fixed keys, pending/current separation and retained previous values.

Continue

Use the dedicated split procedure if values must differ only within a bounded interval.

CHAPTER 6

Slice and Dice a bounded correction and inspect all periods

Open	Who acts
Country or State → row actions → Slice and Dice	Master maker and reviewer

Apply a corrected value only within part of an approved period while preserving the values before and after it.

Fields: what to enter and why

Field	Value or selection	Meaning and effect
Original period	The selected approved segment	Choose one current segment, not a superseded historical copy.
Correction start/end	D1 through D2 inside the original period	Inclusive boundaries produce preserved left/right periods when those sides exist.
Changed values	For example a corrected training name	Only the proposed period uses the new values.
Period change reason	The offered period reason plus business explanation	Explains both value and timing changes.

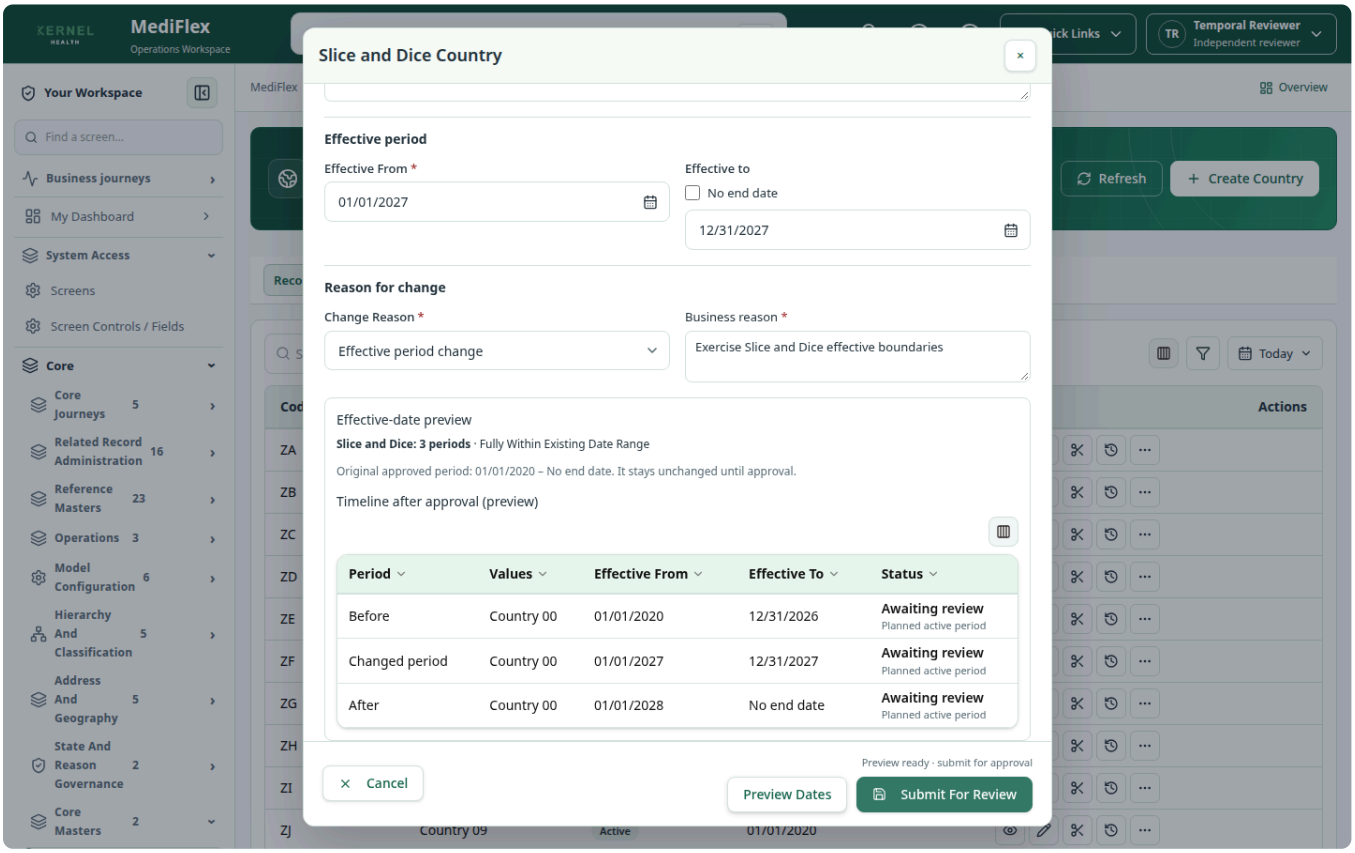
Procedure and expected result

Step	Action	Expected visible result
1	Open a long enough approved segment and select Slice and Dice.	The original values and full period are visible.
2	Set the correction to D1 through D2 and change the intended name/description.	The subperiod differs from the original interval.
3	Select Preview dates and inspect every segment.	For an interior correction, left keeps old values through the day before D1, middle uses new values through D2, right restores old values from the following day.
4	Confirm there are no gaps or overlaps before submitting.	The proposed timeline is continuous where the original was continuous.
5	The reviewer compares the entire treatment and records the decision.	Approval applies the exact previewed treatment.
6	Query an effective date before, inside and after the correction.	Each date resolves the expected segment while earlier recorded versions remain preserved.

SCREEN 3

Country Slice and Dice: proposed period, change reason and three-period preview

Retained application capture · illustrative records · earlier UI may differ · select image to enlarge



When the result differs

Observation	Next action
Preview reports Not a split	Adjust the subperiod or use Edit; a whole-period replacement is not a Slice and Dice demonstration.
A Country reduction conflicts with approved States	Resolve dependent State coverage first; parent inactivation must not leave unsupported active children.

> **Completion check**
>
> Show all three effective-date results and the preserved original representation.

Continue

Use date views and preserved versions to explain what applied when and what was known at each recorded time.

CHAPTER 7

Approve, reject and recover a saved workflow handoff

Open	Who acts
Country/State → selected record → Changes and review	Independent reviewer; maker for handoff recovery

Decide temporal changes on the owning master record. Regulix supplies the workflow instance; it does not replace the master's value and period comparison.

Fields: what to enter and why

Field	Value or selection	Meaning and effect
Decision	Approve or Reject	Choose only after inspecting both values and periods.
Review comments	At least the meaningful explanation required by the form	The implementation requires a minimum comment length.
Workflow handoff	Saved change reference and linked instance	Saved but not sent is different from awaiting a reviewer.
Current request/revision	The opened pending change	Avoid deciding against an outdated workflow version.

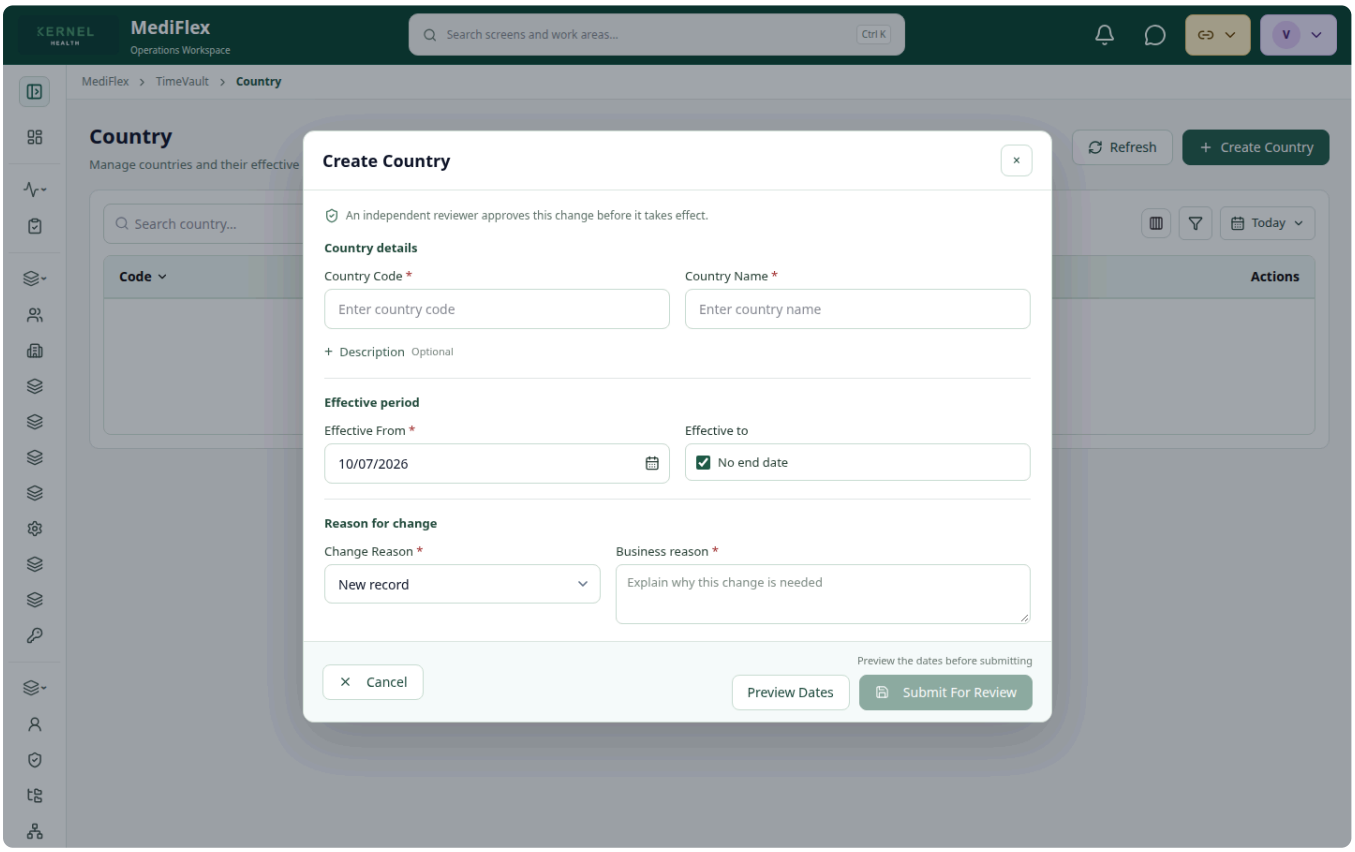
Procedure and expected result

Step	Action	Expected visible result
1	Open the pending change from the Country/State record.	The same record shows proposed values, period and workflow handoff.
2	Compare before/proposed values and every timeline segment.	The business and temporal impact are understood.
3	Enter the decision and comments and submit once.	The exact request records approval or rejection.
4	Read back the owning timeline and change history.	Approval changes the current timeline; rejection preserves the prior one.
5	If a saved request lacks its workflow instance, the maker uses Send to Regulix.	The existing request is delivered instead of duplicated.
6	After an interrupted decision, reload the current change before retrying.	The persisted decision/version determines the next safe action.

SCREEN 1

Country creation and effective period

Retained application capture · illustrative records · earlier UI may differ · select image to enlarge



When the result differs

Observation	Next action
An author switches profile and sees no decision action	An ordinary same-person review remains blocked.
A partially completed decision offers Reload review	Reload the current version and inspect the outcome before retrying.

> **Completion check**
>
> Show an approval, a rejection and the saved-request recovery path.

Continue

Return to the owning record's effective view and audit history.

CHAPTER 8

Use effective-on and recorded-as-of views correctly

Open	Who acts
Country/State → Date views; record → Preserved versions	Reader or auditor

Answer two separate questions: which value applies on a business date, and what the system had recorded at a historical point.

Fields: what to enter and why

Field	Value or selection	Meaning and effect
Effective on	A business date before/inside/after the correction	Selects business applicability.
Recorded as of	A historical recorded timestamp	Reconstructs knowledge available at that recorded time.
Current / Superseded	The timeline membership marker	A future segment can belong to the current approved timeline.
Version / segment	The preserved revision and subperiod	Identifies the exact representation being inspected.

Procedure and expected result

Step	Action	Expected visible result
1	Open the corrected record and inspect the current approved timeline.	All current segments are visible.
2	Set Effective on to a date before the bounded correction.	The earlier applicable value is returned.
3	Set it inside and then after the correction.	The changed value and restored value resolve in their proper periods.
4	Apply Recorded as of using a point before the correction was recorded.	The earlier known representation can be reconstructed.
5	Clear the chips and open Preserved versions.	The current view is restored and superseded history remains readable.

When the result differs

Observation	Next action
A future approved row is absent today	Check Effective on before assuming approval failed.
The result looks inconsistent	Inspect both date filters and clear them before comparing with the ordinary current list.

Completion check

Show the same identity under three business dates and two recorded-time views.

Continue

Use the exact record/version/segment references in audit evidence or consumer diagnostics.

CHAPTER 9

Inactivate or remove a version from use

Open	Who acts
Country/State → selected current period → More actions	Master maker and reviewer

End operational availability through a reviewed temporal change while preserving the reference and earlier history.

Fields: what to enter and why

Field	Value or selection	Meaning and effect
Inactivate version	Use for operational inactivation	The record is retained; active consumers must respect its effective state.
Remove from use	The logical-delete action	This does not erase preserved versions.
Effective period / reason	The affected interval and rationale	The impact on child references must be checked.

Procedure and expected result

Step	Action	Expected visible result
1	Inspect current segments and dependent State coverage before withdrawing a Country.	Active dependencies are identified.
2	Select Inactivate version or Remove from use for the intended period.	The chosen operation reflects the business requirement.
3	Preview dates and review the affected intervals.	The proposal is bounded rather than an unexamined historical rewrite.
4	Submit and obtain the eligible independent decision.	Availability changes through a recorded proposal.
5	Read back the effective list and preserved versions.	Ordinary use follows the new state while history remains available.

When the result differs

Observation	Next action
Dependent active States block the Country change	Correct their effective coverage through their own governed actions first.
A pending change blocks withdrawal	Complete or resolve that existing request before another proposal.

Completion check

Show default availability and retained history after a permitted withdrawal.

Continue

Confirm dependent lookups and retain the withdrawal decision for audit.

CHAPTER 10

Appendix · Screen and action directory

▼ **Open the complete screen or declared-field reference**

Use search or the authorized module menu first. Links open the named application route and retain IAM checks; record-specific actions may need selection context. Labels are refreshed from the available application route registry where a matching route exists. The earlier inventory supplies the remaining owner entries.

Screen / action	Area	Route/reference	Page permission reference
Country	Core Masters	timevault-country	mediflex-core.timevault.view
State	Core Masters	timevault-state	mediflex-core.timevault.view
Temporal Governance	TimeVault	timevault-reviews	mediflex-core.timevault.view

CHAPTER 11

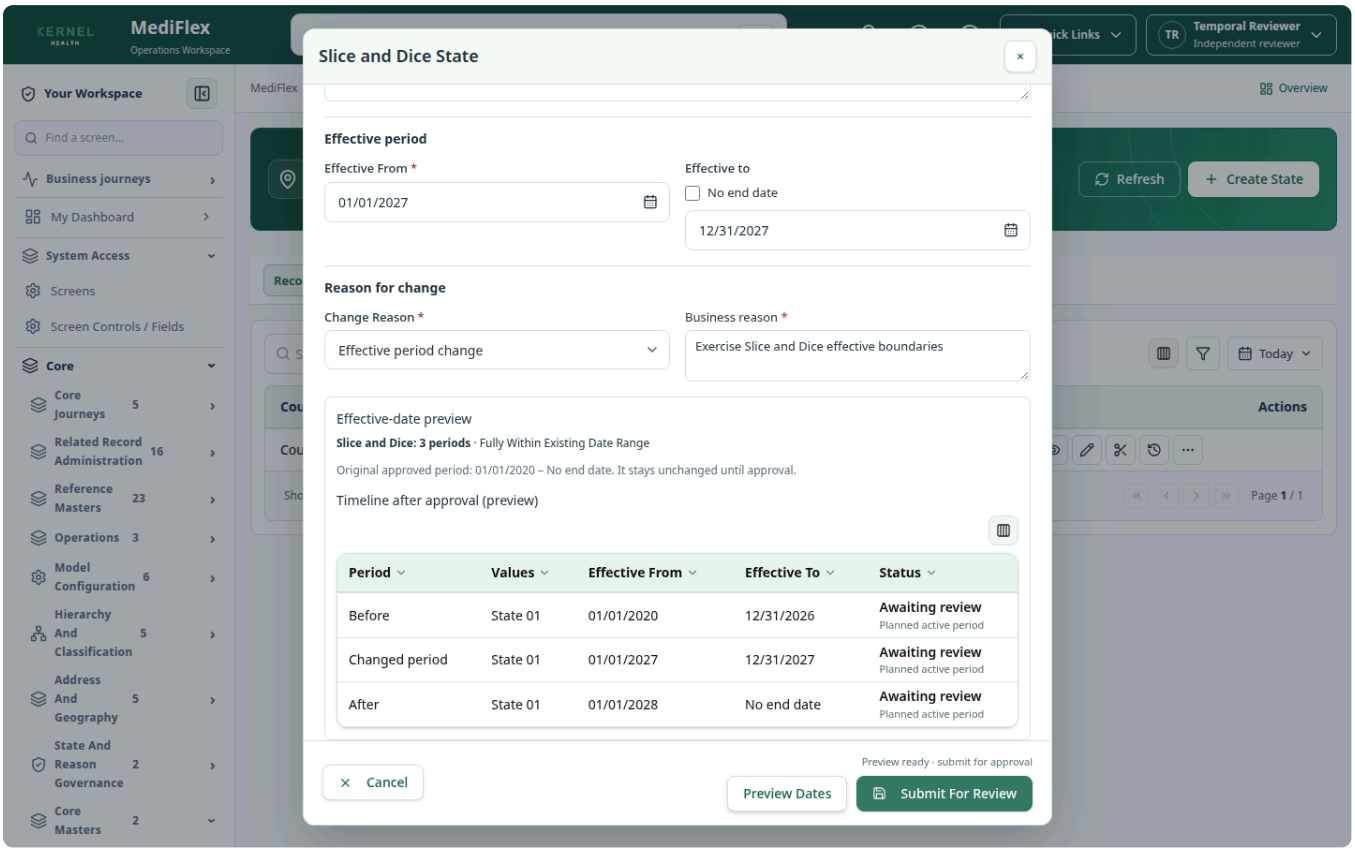
Application screen reference and what to inspect

Use these retained application captures alongside the procedures above. Inspect the selected record, version, current state and offered actions; example data is illustrative.

SCREEN 4

State Slice and Dice: parent context and effective-period proposal

Retained application capture · illustrative records · earlier UI may differ · select image to enlarge



CHAPTER 12

Cross-module handoffs and the record references to retain

Next module	What to carry across	Open the related guide
Core	Country and State retain their owning master record and stable identity.	Core
Regulix	The saved proposal hands off to its native review instance.	Regulix
IAM	Screen/action authority and independent subject checks remain applicable.	IAM

CHAPTER 13

Problem → responsible action → safe continuation

Procedure	Observed problem	Recovery
Create a Country with an explicit effective period	Submit is disabled	Run the current date preview and complete required fields/reasons.
Create a Country with an explicit effective period	A saved change has not reached review	Use the saved request's Send to Regulix / retry handoff rather than creating another Country.
Create a State within an eligible Country period	Country cannot be selected	Check approval, active coverage and the proposed start date.
Create a State within an eligible Country period	Parent coverage validation fails	Extend/correct the Country through its governed change or shorten the child interval; do not bypass the relationship.
Correct an existing version without changing its identity	Another change is already pending	Complete its decision before submitting another proposal.
Correct an existing version without changing its identity	The revision is stale	Reload the record and prepare the correction against the latest timeline.
Slice and Dice a bounded correction and inspect all periods	Preview reports Not a split	Adjust the subperiod or use Edit; a whole-period replacement is not a Slice and Dice demonstration.
Slice and Dice a bounded correction and inspect all periods	A Country reduction conflicts with approved States	Resolve dependent State coverage first; parent inactivation must not leave unsupported active children.
Approve, reject and recover a saved workflow handoff	An author switches profile and sees no decision action	An ordinary same-person review remains blocked.
Approve, reject and recover a saved workflow handoff	A partially completed decision offers Reload review	Reload the current version and inspect the outcome before retrying.
Use effective-on and recorded-as-of views correctly	A future approved row is absent today	Check Effective on before assuming approval failed.
Use effective-on and recorded-as-of views correctly	The result looks inconsistent	Inspect both date filters and clear them before comparing with the ordinary current list.
Inactivate or remove a version from use	Dependent active States block the Country change	Correct their effective coverage through their own governed actions first.
Inactivate or remove a version from use	A pending change blocks withdrawal	Complete or resolve that existing request before another proposal.