

Validation Rules

Overview — Why a Save Button Stays Grey

NSCAT validates forms as you type and keeps the save button disabled until everything passes. When a button will not enable and nothing looks obviously wrong, one of the rules on this page is the reason.

This is a reference. It collects the limits that apply across the application in one place, so you can check a rule rather than guess at it.

PRO TIP A disabled save button is almost always a validation failure, not a fault. Scroll the whole form — the offending field shows a red message underneath, and on long forms it is often above or below the visible area.

Passwords

Applies to **Register a User**, **Manage User** (with **Changing Password?** ticked), **Reset Password**, and **Profile**.

A password must satisfy **all** of:

Requirement	Detail
Minimum length	6 characters
Uppercase letter	At least one, A-Z
Lowercase letter	At least one, a-z
Number	At least one, 0-9
Special character	At least one of @ \$! % * ? &

The message on failure is: "*Minimum 6 characters, One capital latter, Special charater, Number*".

HEADS UP Only @ \$! % * ? & count as special characters, and no other symbol is permitted **anywhere** in the password. A password containing #, -, _ ., +, or / is rejected even if it also contains a valid special character. This is the single most common validation surprise in NSCAT.

PRO TIP When a strong-looking password is rejected, the cause is nearly always an unsupported symbol rather than a missing one. Replace anything outside @ \$! % * ? & and try again.

GOOD TO KNOW Confirm Password must match exactly. A mismatch is reported separately from the policy rules, so a valid password can still fail on the confirm field alone.

Email Addresses

Applies wherever an email is typed rather than picked from a list.

The address must be a structurally valid email — a local part, an @, and a domain with a dot and a two-or-more-letter suffix. Failure reports *"Invalid e-mail."*

GOOD TO KNOW This checks **format only**. NSCAT cannot tell whether the mailbox exists, so a typo in a valid-looking address passes validation and only shows up when mail does not arrive.

Required Fields

The general required rule rejects two things:

1. An **empty value** — and whitespace-only text counts as empty, since the value is trimmed first.
2. The literal value **Select** — the placeholder some pickers start on.

Both report *"Required."*

HEADS UP A picker still showing **Select** counts as empty even though it does not look blank. If a form insists a field is required and it appears filled in, check whether it is still on its placeholder.

PRO TIP Spaces are trimmed, so a field containing only spaces fails as empty. Where a field looks filled but reports Required, select the contents and retype.

Multi-Select Limits

Several fields accept a list, and lists have caps.

Rule	Minimum	Maximum	Used by
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Standard list	1	20	Add / Delete themes, CPRO utilities, Team Leads
Trending activities	1	20	Trending Report activity selection
At least two	2	—	Consolidate Themes

Messages are "At least one required", "Maximum of number of activities allowed is 20", and "At least two required".

GOOD TO KNOW The maximum message mentions "activities" wherever it appears, including in the theme dialogs. The **20-item limit** is what it means; the wording is generic.

HEADS UP The 20-item cap bites hardest on the **Trending Report**, where a long assessment history can easily exceed it. Split the comparison into overlapping batches of 20 rather than trying to force it into one report — see **Trending Report**.

PRO TIP Consolidate Themes needs two or more selections because merging one theme into a new name is simply a rename. If the button will not enable with one theme selected, use **Rename Theme** instead.

Numeric Fields

Where a number is required, it must be present, must actually be a number, and must be **zero or greater**. Messages are "Required.", "Must be a number.", and "Must be 0 or greater."

GOOD TO KNOW Negative numbers are rejected in these fields. This does **not** apply to rating scale values, which are fixed at -1/0/+1 or -3...+3 and are not typed in — see **Rating Scales**.

Text Length

Some short fields cap at **20 characters** — "Max 20 characters" — and some longer ones require a **minimum of 8** — "Min 8 characters".

PRO TIP The 20-character cap is a hint about intent. A field with it is meant for a label or an abbreviation, not a description — a utility **Short Name**, for instance. If you are fighting the limit, the value probably belongs in the corresponding long-name field.

Themes — Naming

Themes are named by convention as Attribute - Trait, for example Standards - Personal Accountability.

HEADS UP This format is **not enforced**. The theme name field accepts any non-empty text, so a free-form or mistyped name saves without complaint. Consistency has to be maintained by your team — see **Theme Management**.

Rules That Are Not Validation

Some things that block a save are not field validation and produce a dialog rather than a red message:

Restriction	Where
Rating scale type frozen once responses exist	Activity Properties — shows Cannot Change Rating Scale
Published questions cannot be edited	Question Composer — the Edit button is absent
Deprecation cannot be reversed	Question Composer — the switch is disabled
Saved ISF Traits and Attributes cannot be deleted	Manage ISF — no delete icon
A locked activity is read-only	Everywhere in the activity
Utility must match to edit an activity's team	Activity Properties — fields greyed out

GOOD TO KNOW These are structural rules, not form validation. No amount of correcting fields will satisfy them — the state of the data has to change, or a different account has to make the change.

Quick Diagnosis

Symptom	Check
Save disabled, nothing obviously wrong	Scroll the whole form for a red message; check for a picker still on Select .
Password rejected	Remove any symbol outside @ \$! % * ? &.
Passwords "do not match"	Retype both fields; check for a trailing space.
Field looks filled but says Required .	Whitespace-only, or still on the Select placeholder.
Multi-select refuses more entries	You have hit the 20-item cap.
Button disabled with one item selected	That field needs at least two — you probably want a different operation.
Number rejected	Must be numeric and zero or greater.
A dialog blocks the change rather than a field	A structural rule, not validation. See the table above.

Revision #1

Created 2026-08-18 17:26:21 UTC by Ashutosh Mody

Updated 2026-08-18 17:27:47 UTC by Ashutosh Mody