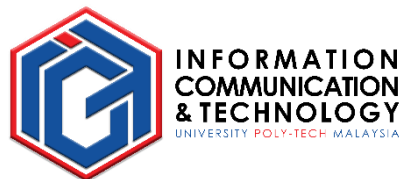




Manual Guideline



Amazing Track UPTM System (Staff Portal)

Table of Content

Table of Content	2
1. Introduction	3
2. Login Module	4
3. System Flowchart	5
4. System Interface	6
4.1 Staff Portal Login Page	6
4.2 Staff Dashboard	6
4.3 Available Programme Module	6
4.4 Submit Merit Claim Module	6
4.5 My Claims & History Module	6
5. Step by Step User Guide	7
5.1 Login to the system	7
5.2 View Dashboard.....	8
6. Frequently Asked Question (FAQ)	15
Administration Contact	17

1. Introduction

Amazing Track UPTM Staff Portal is a web-based self-service platform developed for staff members of Universiti Poly-Tech Malaysia (UPTM). The portal is designed to help staff participant in programme, submit merit claims, and monitor their merit point records efficiently.

The main purpose of the Staff Portal is to simplify the merit claim process by allowing staff members to access programme information and submit supporting documents digitally. Through this portal, staff can also track their claim status, view approved merit points and monitor their participation history in university programme and activities.

The Staff Portal provides a user-friendly interface that enables staff to;

- View available programmes
- Participate in programme activities.
- Submit merit claims
- Upload supporting document/images.
- Track claim approval status.
- Monitor accumulated merit points by category and role.

By using the Staff Portal, staff members can manage their programme participate and merit records more conveniently without relying on manual submission process.

2. Login Module

The Staff Portal Login Module allows staff members to access their personal dashboard securely using their Staff ID. Unlike the management system login, staff users are not required to enter an email or password.

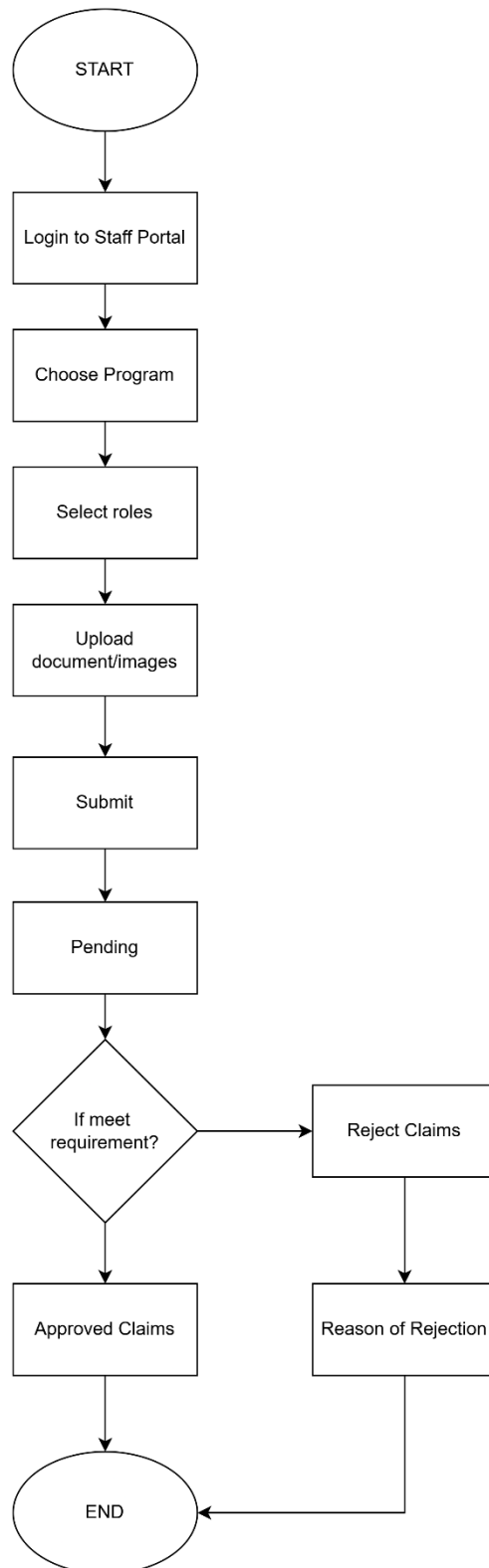
To access the portal, staff member only needs to enter their registered Staff ID on the login page and click the Access My Dashboard button. After successfully verification, the system will redirect the user to the Staff Dashboard.

The login page also displays the merit point values for each programme role, allowing staff to understand the points awarded before submitting any claims.

Functions:

- Enter Staff ID
- Access personal dashboard
- View merit point information
- Navigate back to homepage

3. System Flowchart



4. System Interface

4.1 Staff Portal Login Page

The Staff Portal Login page allows staff members to access the system using their Staff ID

4.2 Staff Dashboard

The Staff Dashboard provided an overview of the staff member's merit information, available programmes and claim history.

4.3 Available Programme Module

This module displays all available programmes that staff members can participate in and submit merit claims for.

4.4 Submit Merit Claim Module

The Submit Merit Claim module allows staff members to submit merit claims by selecting their role and uploading proof of participation.

4.5 My Claims & History Module

This module allows staff members to monitor their submitted claims and claim approval status

5. Step by Step User Guide

5.1 Login to the system

1. Open the Staff Portal system <http://amazing-track.uptm.edu.my/Portal>
2. Enter Staff ID.
3. Click Access My Dashboard

The screenshot shows the login interface for the Amazing Track System. At the top, there is a blue header with the UPTM logo and the text "Be An Amazing You Portal" and "Check in to programs & claim your Amazing merit points 'Empowering Amazing Performance'". Below the header, there is a section titled "ENTER YOUR STAFF ID" with a text input field containing "E.G. FF04428". A blue button labeled "→] Access My Dashboard" is positioned below the input field. Underneath, there is a section titled "★ MERIT POINTS BY ROLE" with a table listing roles and their corresponding merit points. At the bottom, there is a "← Back to Home" button and a footer with copyright information: "© 2026 AmazingTrack System. All Rights Reserved. Developed by Information & Communication Technology Division UPTM".

★ MERIT POINTS BY ROLE	
Program Attendee	5 pts
Committee Member	10 pts

5.2 View Dashboard

1. The system will be redirect you to the Staff Dashboard.

AmazingTrack
Staff Self-Service Portal

0 pts | MO Mohd Faeyzan Ramzan Bin Abd Wahab
FPO3827 | Exit

0 Total Merit Points

0 Approved Claims

0 Pending Review

0 Total Submissions

Merit by Category

0 Social | 0 Mind | 0 Fitness | 0 Spiritual | 0 Total

Available Programs

Search programs...

All | Upcoming | Ongoing | Completed

Programs 3

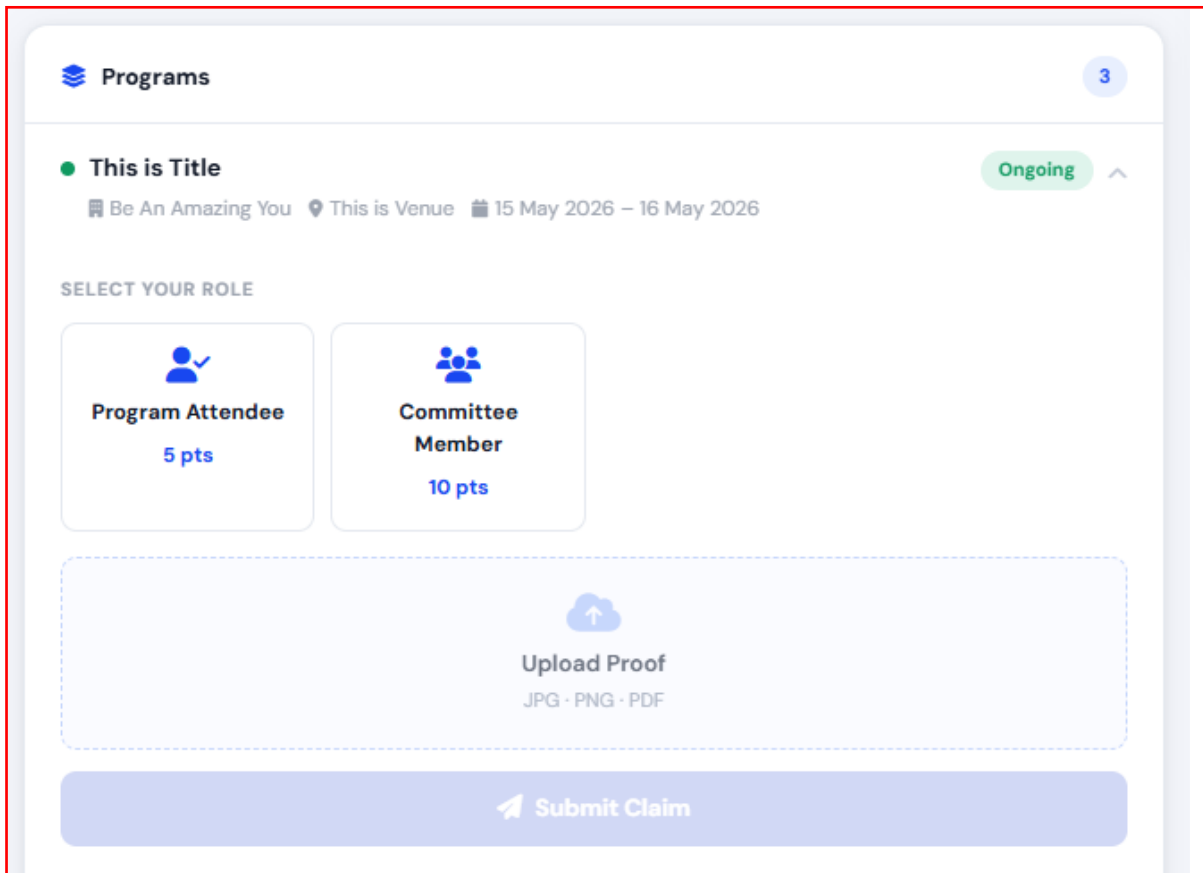
- This is Title** Ongoing
Be An Amazing You | This is Venue | 15 May 2026 – 16 May 2026
- ZUMBA & SENAMROBIK OSH-FEST 2026** Completed
Be An Amazing You | Futsal | 14 May 2026 – 14 May 2026
- Be An Amazing You UPTM 2026** Completed
Be An Amazing You | Dewan Nilam | 13 May 2026 – 13 May 2026

My Claims & History

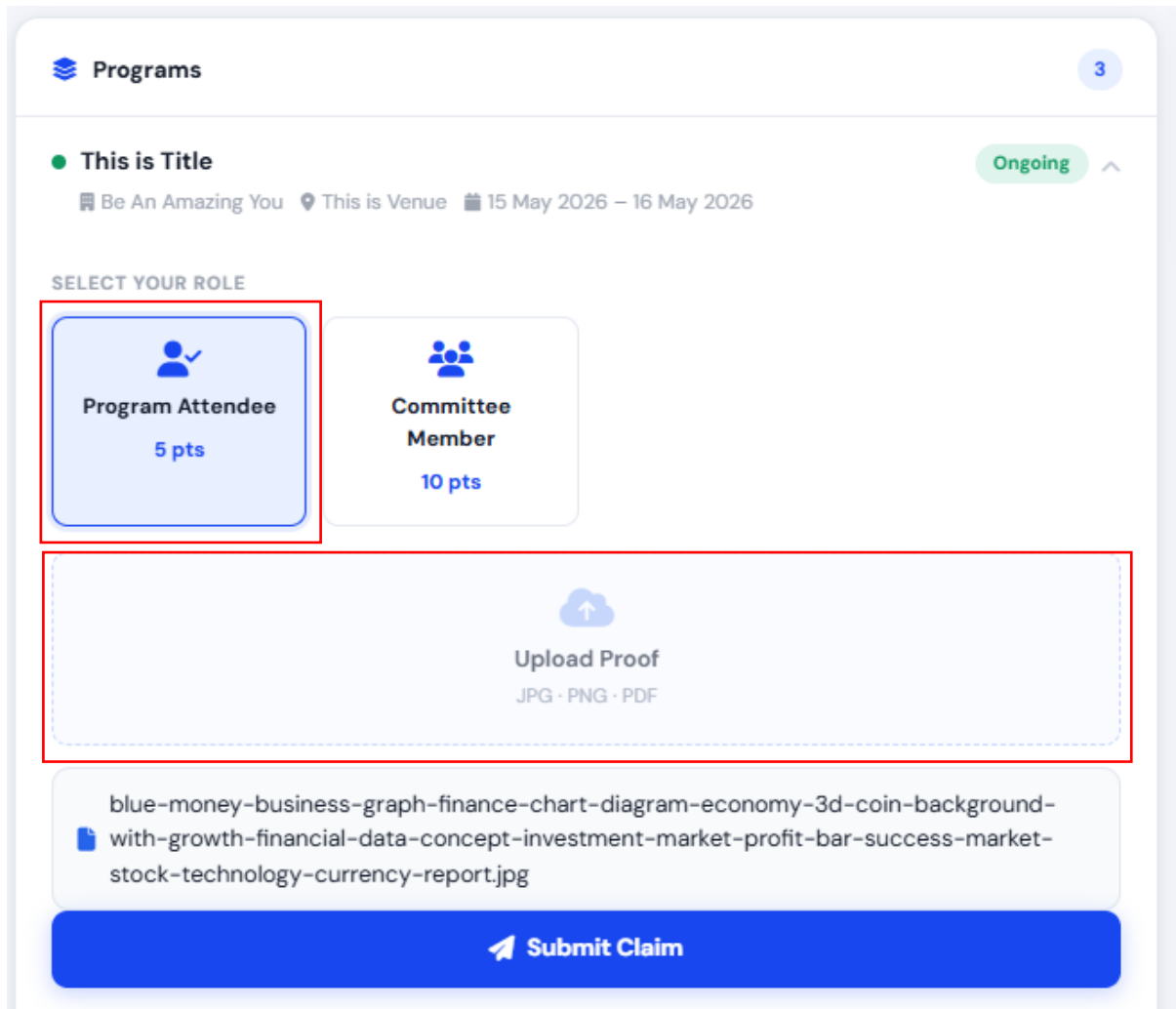
0 Merit Points Earned

No claims yet.
Select a program on the left to get started.

2. Click on the programme that you want to submit claim.



3. Click on program attendance and upload proof.



4. Click Submit Claim

Programs 3

This is Title Ongoing

Be An Amazing You This is Venue 15 May 2026 – 16 May 2026

SELECT YOUR ROLE

Program Attendee
5 pts

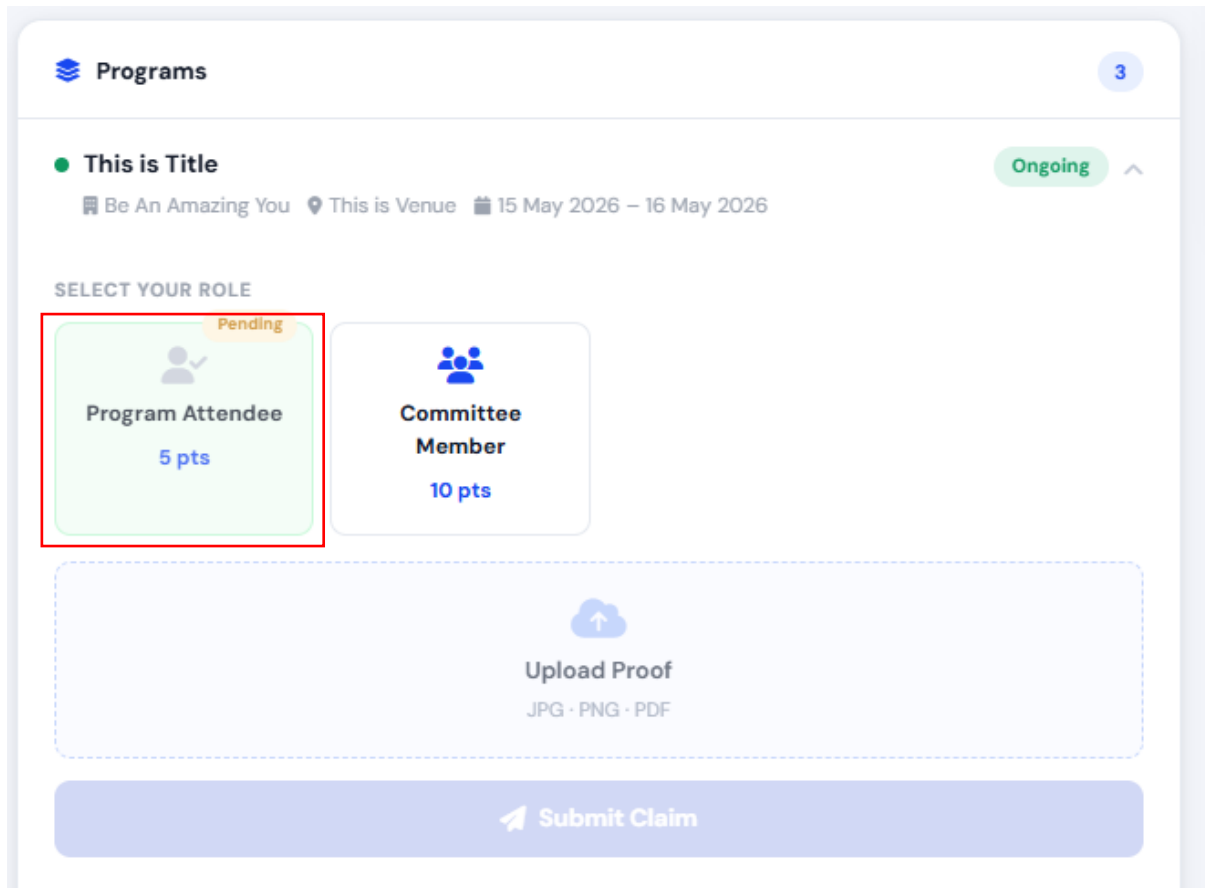
Committee Member
10 pts

Upload Proof
JPG · PNG · PDF

blue-money-business-graph-finance-chart-diagram-economy-3d-coin-background-with-growth-financial-data-concept-investment-market-profit-bar-success-market-stock-technology-currency-report.jpg

Submit Claim

5. If staff successfully upload merit claims, a status will be change into pending.



6. If merit claims have been approved, the status will be change into Approved.

The screenshot displays the 'Available Programs' section on the left and the 'My Claims & History' section on the right. The 'My Claims & History' section is highlighted with a red border. It shows a claim for 'Program Attendee' with a status of 'Approved' and 5 merit points. Below this, there is a 'Merit Breakdown by Role' section showing 'Program Attendee' with 1 claim and 5 pts. A 'Category Breakdown' table is also visible, showing a claim for 'FITNESS' in the 'Program Attendee' role for 5 points.

CATEGORY	PROGRAM	ROLE	PTS
FITNESS	This is Title	Program Attendee	5
Total Marks			5

7. Staff can see the history claim.

The screenshot displays the 'Available Programs' section on the left and the 'My Claims & History' section on the right. The 'My Claims & History' section is highlighted with a red border. It shows a claim for 'Program Attendee' with a status of 'Approved' and 5 merit points. Below this, there is a 'Merit Breakdown by Role' section showing 'Program Attendee' with 1 claim and 5 pts. A 'Category Breakdown' table is also visible, showing a claim for 'FITNESS' in the 'Program Attendee' role for 5 points.

CATEGORY	PROGRAM	ROLE	PTS
FITNESS	This is Title	Program Attendee	5
Total Marks			5

8. Staff can see the Merit Breakdown by Role.

The screenshot displays the 'Available Programs' section on the left and the 'My Claims & History' section on the right. The 'My Claims & History' section shows a total of 5 Merit Points Earned. A claim for 'Program Attendee' (5 pts) is listed as 'Approved' with a file named 'blue-mon...'. Below this, the 'Merit Breakdown by Role' section is highlighted with a red box, showing a breakdown for 'Program Attendee' (1 claim, 5 pts).

9. Staff can see the Category Breakdown.

This screenshot is identical to the previous one, but the 'Category Breakdown' table in the 'My Claims & History' sidebar is highlighted with a red box. The table shows a breakdown for 'FITNESS' (5 pts) under the 'Program Attendee' role.

CATEGORY	PROGRAM	ROLE	PTS
FITNESS	This is Title	Program Attendee	5
Total Marks			5

6. Frequently Asked Question (FAQ)

Q1: How do I access the Staff Portal?

Answer:

Open the Amazing Track UPTM website and click the **Staff Portal** button.

Q2: What information is required to log in?

Answer:

Staff members only need to enter their registered Staff ID.

Q3: How do I submit a merit claim?

Answer:

Select a programme, choose your role, upload supporting proof, and click **Submit Claim**.

Q4: What file formats are supported for proof upload?

Answer:

The system supports JPG, PNG, and PDF file formats.

Q5: Why is my claim still pending?

Answer:

Your claim is currently under review by the programme administrator or head of programme.

Q6: How many merit points will I receive?

Answer:

- Program Attendee — 5 points
- Committee Member — 10 points

Q7: Why was my merit claim rejected?

Answer:

Claims may be rejected if the uploaded proof is unclear, incomplete, or invalid.

Q8: Can I view my previous claims?

Answer:

Yes. All submitted claims can be viewed in the **My Claims & History** section.

Q9: Can I submit multiple merit claims?

Answer:

Yes, staff members may submit claims for different programmes they participated in.

Q10: How do I logout from the Staff Portal?

Answer:

Click the **Exit** button located at the top-right corner of the dashboard.

Administration Contact

For technical assistance or system support, please contact;

Information Communication & Technology

University Poly-Tech Malaysia

Email: ict@uptm.edu.my