PRODUCT DOCUMENTATION

# Stafflo: Staff Management for Small Businesses

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Google Apps Script · Python · Flask · SQLite · PyInstaller

**5 to 200**
staff, the target business size

**5**
roles with their own views

**2**
editions: Apps Script and Windows desktop

> Stafflo is a StarTechOne product at working MVP stage. No staff data is shown here. A demonstration is available on request.

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## 01 THE STORY BEHIND THE PRODUCT

> *Imagine a company with forty staff. Attendance is in one register, payroll in a spreadsheet, leave requests on WhatsApp and appraisals in someone's head. When the manager needs to know who was late, who is owed overtime and who is due a review, it takes a day.*
>
> *Stafflo puts all of it in one system.*

Stafflo is built for businesses with 5 to 200 staff that want attendance, payroll, tasks and appraisals in one system instead of separate registers and spreadsheets.

## 02 WORDS USED IN THIS DOCUMENT

| Word | What it means |
|---|---|
| **Clock in and out** | Recording when a worker starts and ends the day. Stafflo records where as well as when. |
| **Geolocated** | Tied to a place, so a clock-in from outside the workplace can be seen. |
| **SIWES** | The Students Industrial Work Experience Scheme: interns on placement. |
| **MVP** | Minimum viable product: working, but not yet fully built out. |

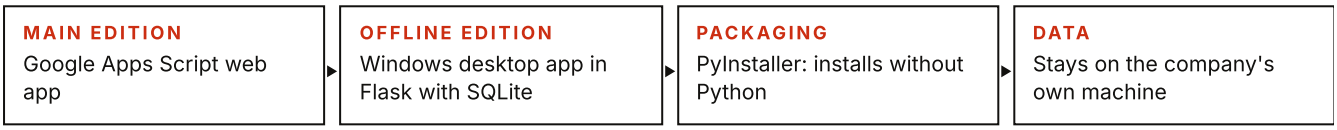
## 03 WHAT IT DOES

| Area | What you can do |
|---|---|
| **People** | Staff records and departments. |
| **Time** | Geolocated clock in and clock out, with overtime. |
| **Pay** | Payroll with deductions. |
| **Work** | Targets, tasks, leave requests, tickets and reports. |
| **Performance** | Performance reviews. |

### Five roles

Admin, Staff, Manager, Accountant and SIWES intern, each with its own view.

## 04 HOW IT IS BUILT




The main edition is a Google Apps Script web app. An offline edition was rebuilt as a Windows desktop app in Flask with a SQLite database, packaged with PyInstaller so it installs without Python and keeps every record on the company's own machine.

## 05 THE FIVE ROLES

| Role | Typical need | What Stafflo gives them |
|---|---|---|
| **Admin** | Set up the business, staff and departments | Full control of staff records and settings |
| **Manager** | See who is in, who is late and what work is open | Attendance, targets, tasks and leave requests for the team |
| **Accountant** | Pay people correctly | Payroll with deductions, and overtime from the clock records |
| **Staff** | Clock in, ask for leave, see their own tasks | A view of their own records and work |
| **SIWES intern** | Log attendance and tasks during a placement | A view built for an intern, with a supervisor |

The table shows what each role is for. The exact permissions are set in the system.

## 06 A PAY MONTH IN OUTLINE (AN ILLUSTRATION)

The numbers below are invented to show how attendance flows into pay.

| Step | Example | Where it comes from |
|---|---|---|
| **Basic pay for the month** | 100,000 | Staff record |
| **Overtime hours** | 6 hours | Clock-in and clock-out records beyond normal hours |
| **Overtime rate** | 1,000 an hour | Company rule |
| **Overtime pay** | 6,000 | 6 × 1,000 |
| **Deductions** | 5,000 | Rules set by the company |

| Step | Example | Where it comes from |
|---|---|---|
| Net pay | 101,000 | 100,000 + 6,000 − 5,000 |

> **An everyday example.** A company that keeps attendance in one register and payroll in a spreadsheet has to carry the overtime hours across by hand every month. When both sit in one system, the hours the clock recorded are the hours that are paid.

## 07 WHY IT WAS BUILT THIS WAY

| Choice | Reason | What it costs |
|---|---|---|
| **A main edition on Google Apps Script** | Small firms can start without a server or an IT department | Limited by Apps Script's quotas |
| **An offline Windows edition in Flask and SQLite** | Some firms will not put staff records online | Updates are installed machine by machine |
| **PyInstaller packaging** | The desktop app installs without Python | A larger download |
| **Geolocated clock-in** | Shows where a worker clocked in, not only when | Needs location to be switched on |

## 08 A SENSIBLE WAY TO ROLL IT OUT

### A ROLLOUT IN FIVE STEPS

1. Load the staff list and departments, and give each person a role.
2. Start with attendance, because it is used every day and builds the habit.
3. Add leave requests and tasks in the second month.
4. Run payroll in parallel with the old spreadsheet for one month and compare the two.
5. Switch on performance reviews once the records have a few months of history.

## 09 QUESTIONS A BUYER IS LIKELY TO ASK

| Question | Answer |
|---|---|
| **How big a business is it for?** | Businesses with 5 to 200 staff. |
| **Where is the staff data kept?** | That depends on the edition. The Windows edition keeps every record on the company's own machine, which is why it was built. |
| **Does it cover interns?** | Yes, there is a SIWES intern role. |
| **Is it finished?** | It is a working MVP. The company is looking for pilot customers and will run it internally first. |

## 10 WHERE IT STANDS

Stafflo is a working MVP with a pitch deck. StarTechOne is seeking pilot customers, partners and early-stage funding, and plans to run it internally as its first full deployment.

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