

All clients

PREPARED BY
Harbour IT

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DATA COLLECTED
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MICROSOFT 365 TENANT
3 clients

Every subscription with licences bought, assigned and available, its cost and renewal date, trials and lapsing subscriptions, and who has which licence, directly or by group.

Filtered view. Assignment problems: 2 of 6 rows, Client is Northwind Traders, 1 column hidden. The headline figures cover every row.

Assignment problems 2

Licences that couldn't be assigned, licensed accounts without a usage location, and licences assigned both directly and by a group.

Flag	Client	Account	Licence	Problem	Group	What to do
● Low	Northwind Traders	robert.hughes@northwindtraders.example	Microsoft 365 Business Premium	No usage location	–	Set the usage location on the account in the Microsoft 365 admin center
● Low	Northwind Traders	ann.patel@northwindtraders.example	Microsoft 365 Business Premium	Directly and by group	All Staff	Remove the direct assignment so the group manages it

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 12 Oct 2026, 17:16 UTC.