

# Northwind Traders



PREPARED BY  
Harbour IT

DATE  
12 Oct 2026

DATA COLLECTED  
11 Oct 2026, 20:31 UTC

MICROSOFT 365 TENANT  
northwindtraders.onmicrosoft.com

Every administrative unit with its members and the admins scoped to it, restricted units, and units with nobody in them or nobody administering them.

**Filtered view.** Every unit: 2 of 3 rows, Groups is 0, 1 column hidden. The headline figures cover every row.

Units

3

1 dynamic unit, 1 restricted, 1 rule paused

Scoped admins

2

Across 2 units

Empty units

1

No users, groups or devices in them

No scoped admin

1

Units no admin role is scoped to

**Every unit 2** 1 to review

Every administrative unit. A unit with nobody in it, or with no admin scoped to it, usually isn't doing anything; a dynamic unit whose rule is paused is no longer kept up to date. A restricted management unit also keeps tenant-wide admins (other than Global Administrators) from changing its members.

| Flag     | Unit           | Membership       | Restricted | Users | Groups | Scoped admins | Admins        |
|----------|----------------|------------------|------------|-------|--------|---------------|---------------|
| ● Medium | Branch offices | Dynamic (paused) | Yes        | 1     | 0      | 1             | Robert Hughes |
| ● Low    | Service desk   | Assigned         | No         | 0     | 0      | 0             | –             |

Scoped admins 2 1 to review

Every admin role scoped to a unit rather than the whole tenant. An account whose sign-in is blocked has usually left: remove the role. A guest or an app with a scoped role deserves a look.

| Flag     | Account                                | Name          | Role                 | Unit           | Assignment | Sign-in | Type   |
|----------|----------------------------------------|---------------|----------------------|----------------|------------|---------|--------|
| ● Medium | robert.hughes@northwindtraders.example | Robert Hughes | Groups Administrator | Branch offices | Active     | Blocked | Member |
|          | ann.patel@northwindtraders.example     | Ann Patel     | Groups Administrator | Sales          | Active     | Allowed | Member |

Members 4

The users and groups in each unit. Devices are counted above but not listed.

| Unit           | Member                                 | Name               | Type  | Sign-in |
|----------------|----------------------------------------|--------------------|-------|---------|
| Branch offices | robert.hughes@northwindtraders.example | Robert Hughes      | User  | Blocked |
| Sales          | ann.patel@northwindtraders.example     | Ann Patel          | User  | Allowed |
| Sales          | g#EXT#@northwindtraders.example        | Sam Carter (guest) | Guest | Allowed |
| Sales          | sales@northwindtraders.example         | Sales              | Group | –       |

An administrative unit scopes an admin role to the users, groups and devices in it. Scoped admins come from the role assignments Admin roles reads; roles assigned through PIM show as eligible.  
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