ADMINISTRATIVE UNITS

Northwind Traders

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 10:48 UTC	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: 3 of 3 rows, 1 column hidden. Members: 1 of 4 rows, Unit is Branch offices. The headline figures cover every row.

Units	Scoped admins	Empty units	No scoped admin
3	2	1	1
1 dynamic unit, 1 restricted, 1 rule paused	Across 2 units	No users, groups or devices in them	Units no admin role is scoped to

Every unit 3 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	Devices	Admins
Medium	Branch offices	Dynamic (paused)	Yes	1	0	1	Robert Hughes
	Sales	Assigned	No	2	1	0	Ann Patel
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 1

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

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.

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 29 Nov 2026, 10:48 UTC.