

ALL USERS

# Northwind Traders



|             |             |                        |                                  |
|-------------|-------------|------------------------|----------------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT             |
| Harbour IT  | 12 Oct 2026 | 12 Oct 2026, 04:00 UTC | northwindtraders.onmicrosoft.com |

Every account with its department, job title, manager, licences and last sign-in, its managers and departments, and accounts reporting to a blocked manager.

**Filtered view.** Every account: 4 of 37 rows, Manager is Hannah Robinson, Created: older than 180 days. Managers: 10 of 10 rows, 1 column hidden. The headline figures cover every row.

|                                              |                                                 |                                                                                            |                                                        |
|----------------------------------------------|-------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------|
| Accounts<br><b>37</b><br>36 members, 1 guest | Sign-in blocked<br><b>1</b><br>1 still licensed | Report to a blocked manager<br><b>1</b><br>Enabled accounts whose manager<br>can't sign in | Members with no manager<br><b>0</b><br>Sign-in allowed |
|----------------------------------------------|-------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------|

Every account 4

Every member and guest account. Accounts that report to someone whose sign-in is blocked are flagged: the manager has usually left, so approvals and HR records go nowhere.

| Account                                 | Name           | Type   | Sign-in | Department | Job title              | Manager         | Licences                       | Source | Created     | Last sign-in |
|-----------------------------------------|----------------|--------|---------|------------|------------------------|-----------------|--------------------------------|--------|-------------|--------------|
| alfie.scott@northwindtraders.example    | Alfie Scott    | Member | Allowed | Operations | Operations coordinator | Hannah Robinson | Microsoft 365 Business Basic   | Cloud  | 1 Mar 2024  | 5 Oct 2026   |
| imogen.edwards@northwindtraders.example | Imogen Edwards | Member | Allowed | Operations | Operations coordinator | Hannah Robinson | Microsoft 365 Business Premium | Cloud  | 10 May 2023 | 9 Oct 2026   |
| rhys.moore@northwindtraders.example     | Rhys Moore     | Member | Allowed | Operations | Operations coordinator | Hannah Robinson | Microsoft 365 Business Premium | Cloud  | 22 Dec 2024 | 10 Oct 2026  |
| zara.jackson@northwindtraders.example   | Zara Jackson   | Member | Allowed | Operations | Operations coordinator | Hannah Robinson | Microsoft 365 Business Premium | Cloud  | 14 Oct 2025 | 10 Oct 2026  |

Managers 10 1 to review

Everyone who is someone's manager, with the accounts that report to them. A manager whose sign-in is blocked still has people reporting to them: update the manager in Entra ID (or on-premises AD, for synced accounts).

| Flag     | Manager                                  | Sign-in | Department       | Direct reports | Reports                                                                                                      |
|----------|------------------------------------------|---------|------------------|----------------|--------------------------------------------------------------------------------------------------------------|
| ● Medium | robert.hughes@northwindtraders.example   | Blocked | –                | 1              | Ann Patel                                                                                                    |
|          | ann.patel@northwindtraders.example       | Allowed | Sales            | 8              | Grace Taylor, Hannah Robinson, Megan Lee, Olivia Smith, Owen White, Ruby Taylor, Sophie Smith, Thomas Clarke |
|          | grace.taylor@northwindtraders.example    | Allowed | Customer Service | 3              | Alfie Roberts, George Robinson, Isla Evans                                                                   |
|          | hannah.robinson@northwindtraders.example | Allowed | Operations       | 4              | Alfie Scott, Imogen Edwards, Rhys Moore, Zara Jackson                                                        |
|          |                                          |         |                  |                |                                                                                                              |

| Flag | Manager                                | Sign-in | Department | Direct reports | Reports                                           |
|------|----------------------------------------|---------|------------|----------------|---------------------------------------------------|
|      | megan.lee@northwindtraders.example     | Allowed | Marketing  | 3              | Amelia Watson, Ella Baker, Leo Morris             |
|      | olivia.smith@northwindtraders.example  | Allowed | Reception  | 3              | Arthur Evans, George Roberts, Ruby Hill           |
|      | owen.white@northwindtraders.example    | Allowed | HR         | 3              | Hannah Patel, Olivia Scott, Owen Taylor           |
|      | ruby.taylor@northwindtraders.example   | Allowed | Projects   | 3              | Ethan Green, Jacob Hughes, Maya Martin            |
|      | sophie.smith@northwindtraders.example  | Allowed | Sales      | 3              | Leo Evans, Leo Wright, Rhys Clark                 |
|      | thomas.clarke@northwindtraders.example | Allowed | Finance    | 4              | Aaron Watson, Grace Wilson, Harry Lee, Mia Hughes |

Departments 9

Member accounts by department, as set on each account. Guests are left out.

| Department       | Members | Sign-in allowed | Licensed | No manager |
|------------------|---------|-----------------|----------|------------|
| Customer Service | 4       | 4               | 4        | 0          |
| Finance          | 5       | 5               | 5        | 0          |
| HR               | 4       | 4               | 4        | 0          |
| Marketing        | 4       | 4               | 4        | 0          |
| Operations       | 5       | 5               | 5        | 0          |
| Projects         | 4       | 4               | 4        | 0          |
| Reception        | 4       | 4               | 4        | 0          |
| Sales            | 5       | 5               | 5        | 0          |
| No department    | 1       | 0               | 1        | 0          |

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Departments, job titles and managers are whatever is set on each account in Entra ID (or in on-premises AD, for synced accounts). Last sign-in is the latest of interactive and background sign-ins, and needs Entra ID P1.

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, 04:00 UTC.