

ALL USERS

Northwind Traders



PREPARED BY
Harbour IT

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12 Oct 2026

DATA COLLECTED
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MICROSOFT 365 TENANT
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: 30 of 38 rows, Created: older than 180 days, 1 column hidden. The headline figures cover every row.

Accounts

38

37 members, 1 guest

Sign-in blocked

1

1 still licensed

Report to a blocked manager

1

Enabled accounts whose manager can't sign in

Members with no manager

1

Sign-in allowed

Every account 30

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	Last sign-in
aaron.watson@northwindtraders.example	Aaron Watson	Member	Allowed	Finance	Accountant	Thomas Clarke	Microsoft 365 Business Premium	Cloud	10 Oct 2026
alfie.roberts@northwindtraders.example	Alfie Roberts	Member	Allowed	Customer Service	Customer service adviser	Grace Taylor	Microsoft 365 Business Premium	Cloud	30 Sep 2026
alfie.scott@northwindtraders.example	Alfie Scott	Member	Allowed	Operations	Operations coordinator	Hannah Robinson	Microsoft 365 Business Basic	Cloud	5 Oct 2026

Account	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Last sign-in
amelia.watson@northwindtraders.example	Amelia Watson	Member	Allowed	Marketing	Marketing executive	Megan Lee	Microsoft 365 Business Premium	Cloud	11 Oct 2026
arthur.evans@northwindtraders.example	Arthur Evans	Member	Allowed	Reception	Receptionist	Olivia Smith	Microsoft 365 Business Premium	Cloud	6 Oct 2026
ella.baker@northwindtraders.example	Ella Baker	Member	Allowed	Marketing	Marketing executive	Megan Lee	Microsoft 365 Business Premium	Cloud	12 Oct 2026
breakglass@northwindtraders.example	Emergency access	Member	Allowed	–	–	–	–	Cloud	30 Sep 2026
ethan.green@northwindtraders.example	Ethan Green	Member	Allowed	Projects	Project manager	Ruby Taylor	Microsoft 365 Business Premium	Cloud	12 Oct 2026
george.roberts@northwindtraders.example	George Roberts	Member	Allowed	Reception	Receptionist	Olivia Smith	Microsoft 365 Business Premium	Cloud	29 Sep 2026
george.robinson@northwindtraders.example	George Robinson	Member	Allowed	Customer Service	Customer service adviser	Grace Taylor	Microsoft 365 Business Premium	Cloud	11 Oct 2026
grace.wilson@northwindtraders.example	Grace Wilson	Member	Allowed	Finance	Accountant	Thomas Clarke	Microsoft 365 Business Premium	Cloud	11 Oct 2026
hannah.patel@northwindtraders.example	Hannah Patel	Member	Allowed	HR	HR adviser	Owen White	Microsoft 365 Business Premium	Cloud	5 Oct 2026
harry.lee@northwindtraders.example	Harry Lee	Member	Allowed	Finance	Accountant	Thomas Clarke	Microsoft 365 Business Premium	Cloud	11 Oct 2026
imogen.edwards@northwindtraders.example	Imogen Edwards	Member	Allowed	Operations	Operations coordinator	Hannah Robinson	Microsoft 365 Business Premium	Cloud	10 Oct 2026
isla.evans@northwindtraders.example	Isla Evans	Member	Allowed	Customer Service	Customer service adviser	Grace Taylor	Microsoft 365 Business Basic	Cloud	5 Oct 2026
jacob.hughes@northwindtraders.example	Jacob Hughes	Member	Allowed	Projects	Project manager	Ruby Taylor	Microsoft 365 Business Basic	Cloud	11 Oct 2026
leo.evans@northwindtraders.example	Leo Evans	Member	Allowed	Sales	Account manager	Sophie Smith	Microsoft 365 Business Basic	Cloud	12 Oct 2026

Account	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Last sign-in
leo.morris@northwindtraders.example	Leo Morris	Member	Allowed	Marketing	Marketing executive	Megan Lee	Microsoft 365 Business Premium	Cloud	11 Oct 2026
leo.wright@northwindtraders.example	Leo Wright	Member	Allowed	Sales	Account manager	Sophie Smith	Microsoft 365 Business Premium	Cloud	29 Sep 2026
maya.martin@northwindtraders.example	Maya Martin	Member	Allowed	Projects	Project manager	Ruby Taylor	Microsoft 365 Business Premium	Cloud	12 Oct 2026
mia.hughes@northwindtraders.example	Mia Hughes	Member	Allowed	Finance	Accountant	Thomas Clarke	Microsoft 365 Business Premium	Cloud	11 Oct 2026
olivia.scott@northwindtraders.example	Olivia Scott	Member	Allowed	HR	HR adviser	Owen White	Microsoft 365 Business Premium	Cloud	10 Oct 2026
olivia.smith@northwindtraders.example	Olivia Smith	Member	Allowed	Reception	Head of Reception	Ann Patel	Microsoft 365 Business Premium	Cloud	8 Oct 2026
owen.taylor@northwindtraders.example	Owen Taylor	Member	Allowed	HR	HR adviser	Owen White	Microsoft 365 Business Premium	Cloud	11 Oct 2026
owen.white@northwindtraders.example	Owen White	Member	Allowed	HR	Head of HR	Ann Patel	Microsoft 365 Business Basic	Cloud	10 Oct 2026
rhys.clark@northwindtraders.example	Rhys Clark	Member	Allowed	Sales	Account manager	Sophie Smith	Microsoft 365 Business Premium	Cloud	12 Oct 2026
rhys.moore@northwindtraders.example	Rhys Moore	Member	Allowed	Operations	Operations coordinator	Hannah Robinson	Microsoft 365 Business Premium	Cloud	10 Oct 2026
ruby.hill@northwindtraders.example	Ruby Hill	Member	Allowed	Reception	Receptionist	Olivia Smith	Microsoft 365 Business Basic	Cloud	6 Oct 2026
ruby.taylor@northwindtraders.example	Ruby Taylor	Member	Allowed	Projects	Head of Projects	Ann Patel	Microsoft 365 Business Premium	Cloud	30 Sep 2026
zara.jackson@northwindtraders.example	Zara Jackson	Member	Allowed	Operations	Operations coordinator	Hannah Robinson	Microsoft 365 Business Premium	Cloud	11 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	Name	Sign-in	Department	Direct reports	Reports
● Medium	robert.hughes@northwindtraders.example	Robert Hughes	Blocked	–	1	Ann Patel
	ann.patel@northwindtraders.example	Ann Patel	Allowed	Sales	8	Grace Taylor, Hannah Robinson, Megan Lee, Olivia Smith, Owen White, Ruby Taylor, Sophie Smith, Thomas Clarke
	grace.taylor@northwindtraders.example	Grace Taylor	Allowed	Customer Service	3	Alfie Roberts, George Robinson, Isla Evans
	hannah.robinson@northwindtraders.example	Hannah Robinson	Allowed	Operations	4	Alfie Scott, Imogen Edwards, Rhys Moore, Zara Jackson
	megan.lee@northwindtraders.example	Megan Lee	Allowed	Marketing	3	Amelia Watson, Ella Baker, Leo Morris
	olivia.smith@northwindtraders.example	Olivia Smith	Allowed	Reception	3	Arthur Evans, George Roberts, Ruby Hill
	owen.white@northwindtraders.example	Owen White	Allowed	HR	3	Hannah Patel, Olivia Scott, Owen Taylor
	ruby.taylor@northwindtraders.example	Ruby Taylor	Allowed	Projects	3	Ethan Green, Jacob Hughes, Maya Martin
	sophie.smith@northwindtraders.example	Sophie Smith	Allowed	Sales	3	Leo Evans, Leo Wright, Rhys Clark
	thomas.clarke@northwindtraders.example	Thomas Clarke	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	2	1	1	1

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, 06:36 UTC.