

ALL USERS

# 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 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: 34 of 37 rows, Created: older than 30 days. Departments: 9 of 9 rows, 1 column hidden. The headline figures cover every row.

Accounts

37

36 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

0

Sign-in allowed

## Every account 34

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 |
|----------------------------------------|---------------|--------|---------|------------------|--------------------------|---------------|--------------------------------|--------|-------------|--------------|
| aaron.watson@northwindtraders.example  | Aaron Watson  | Member | Allowed | Finance          | Accountant               | Thomas Clarke | Microsoft 365 Business Premium | Cloud  | 15 Jun 2023 | 10 Oct 2026  |
| alfie.roberts@northwindtraders.example | Alfie Roberts | Member | Allowed | Customer Service | Customer service adviser | Grace Taylor  | Microsoft 365 Business Premium | Cloud  | 10 Nov 2023 | 29 Sep 2026  |
|                                        |               |        |         |                  |                          |               |                                |        |             |              |

| 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  | 29 Feb 2024 | 5 Oct 2026   |
| amelia.watson@northwindtraders.example   | Amelia Watson   | Member | Allowed | Marketing        | Marketing executive      | Megan Lee       | Microsoft 365 Business Premium | Cloud  | 31 Jul 2025 | 10 Oct 2026  |
| arthur.evans@northwindtraders.example    | Arthur Evans    | Member | Allowed | Reception        | Receptionist             | Olivia Smith    | Microsoft 365 Business Premium | Cloud  | 13 May 2024 | 5 Oct 2026   |
| ella.baker@northwindtraders.example      | Ella Baker      | Member | Allowed | Marketing        | Marketing executive      | Megan Lee       | Microsoft 365 Business Premium | Cloud  | 17 Dec 2023 | 11 Oct 2026  |
| ethan.green@northwindtraders.example     | Ethan Green     | Member | Allowed | Projects         | Project manager          | Ruby Taylor     | Microsoft 365 Business Premium | Cloud  | 11 Apr 2025 | 11 Oct 2026  |
| george.roberts@northwindtraders.example  | George Roberts  | Member | Allowed | Reception        | Receptionist             | Olivia Smith    | Microsoft 365 Business Premium | Cloud  | 22 Jul 2023 | 29 Sep 2026  |
| george.robinson@northwindtraders.example | George Robinson | Member | Allowed | Customer Service | Customer service adviser | Grace Taylor    | Microsoft 365 Business Premium | Cloud  | 24 Jun 2025 | 10 Oct 2026  |
| grace.taylor@northwindtraders.example    | Grace Taylor    | Member | Allowed | Customer Service | Head of Customer Service | Ann Patel       | Microsoft 365 Business Premium | Cloud  | 16 Apr 2026 | 11 Oct 2026  |
| grace.wilson@northwindtraders.example    | Grace Wilson    | Member | Allowed | Finance          | Accountant               | Thomas Clarke   | Microsoft 365 Business Premium | Cloud  | 19 Nov 2025 | 11 Oct 2026  |
| hannah.patel@northwindtraders.example    | Hannah Patel    | Member | Allowed | HR               | HR adviser               | Owen White      | Microsoft 365 Business Premium | Cloud  | 18 May 2025 | 5 Oct 2026   |
|                                          |                 |        |         |                  |                          |                 |                                |        |             |              |

| Account                                  | Name            | Type   | Sign-in | Department       | Job title                | Manager         | Licences                       | Source | Created     | Last sign-in |
|------------------------------------------|-----------------|--------|---------|------------------|--------------------------|-----------------|--------------------------------|--------|-------------|--------------|
| hannah.robinson@northwindtraders.example | Hannah Robinson | Member | Allowed | Operations       | Head of Operations       | Ann Patel       | Microsoft 365 Business Premium | Cloud  | 5 Aug 2026  | 7 Apr 2026   |
| harry.lee@northwindtraders.example       | Harry Lee       | Member | Allowed | Finance          | Accountant               | Thomas Clarke   | Microsoft 365 Business Premium | Cloud  | 6 Apr 2024  | 11 Oct 2026  |
| imogen.edwards@northwindtraders.example  | Imogen Edwards  | Member | Allowed | Operations       | Operations coordinator   | Hannah Robinson | Microsoft 365 Business Premium | Cloud  | 9 May 2023  | 9 Oct 2026   |
| isla.evans@northwindtraders.example      | Isla Evans      | Member | Allowed | Customer Service | Customer service adviser | Grace Taylor    | Microsoft 365 Business Basic   | Cloud  | 1 Sep 2024  | 5 Oct 2026   |
| jacob.hughes@northwindtraders.example    | Jacob Hughes    | Member | Allowed | Projects         | Project manager          | Ruby Taylor     | Microsoft 365 Business Basic   | Cloud  | 28 Aug 2023 | 11 Oct 2026  |
| leo.evans@northwindtraders.example       | Leo Evans       | Member | Allowed | Sales            | Account manager          | Sophie Smith    | Microsoft 365 Business Basic   | Cloud  | 6 Sep 2025  | 11 Oct 2026  |
| leo.morris@northwindtraders.example      | Leo Morris      | Member | Allowed | Marketing        | Marketing executive      | Megan Lee       | Microsoft 365 Business Premium | Cloud  | 8 Oct 2024  | 10 Oct 2026  |
| leo.wright@northwindtraders.example      | Leo Wright      | Member | Allowed | Sales            | Account manager          | Sophie Smith    | Microsoft 365 Business Premium | Cloud  | 14 Nov 2024 | 29 Sep 2026  |
| maya.martin@northwindtraders.example     | Maya Martin     | Member | Allowed | Projects         | Project manager          | Ruby Taylor     | Microsoft 365 Business Premium | Cloud  | 19 Jun 2024 | 11 Oct 2026  |
| megan.lee@northwindtraders.example       | Megan Lee       | Member | Allowed | Marketing        | Head of Marketing        | Ann Patel       | Microsoft 365 Business Premium | Cloud  | 23 May 2026 | 9 Oct 2026   |
| mia.hughes@northwindtraders.example      | Mia Hughes      | Member | Allowed | Finance          | Accountant               | Thomas Clarke   | Microsoft 365 Business Premium | Cloud  | 27 Jan 2025 | 10 Oct 2026  |
|                                          |                 |        |         |                  |                          |                 |                                |        |             |              |

| Account                                | Name          | Type   | Sign-in | Department | Job title              | Manager         | Licences                       | Source | Created     | Last sign-in |
|----------------------------------------|---------------|--------|---------|------------|------------------------|-----------------|--------------------------------|--------|-------------|--------------|
| olivia.scott@northwindtraders.example  | Olivia Scott  | Member | Allowed | HR         | HR adviser             | Owen White      | Microsoft 365 Business Premium | Cloud  | 4 Oct 2023  | 9 Oct 2026   |
| olivia.smith@northwindtraders.example  | Olivia Smith  | Member | Allowed | Reception  | Head of Reception      | Ann Patel       | Microsoft 365 Business Premium | Cloud  | 26 Dec 2025 | 8 Oct 2026   |
| owen.taylor@northwindtraders.example   | Owen Taylor   | Member | Allowed | HR         | HR adviser             | Owen White      | Microsoft 365 Business Premium | Cloud  | 26 Jul 2024 | 11 Oct 2026  |
| owen.white@northwindtraders.example    | Owen White    | Member | Allowed | HR         | Head of HR             | Ann Patel       | Microsoft 365 Business Basic   | Cloud  | 10 Mar 2026 | 9 Oct 2026   |
| rhys.clark@northwindtraders.example    | Rhys Clark    | Member | Allowed | Sales      | Account manager        | Sophie Smith    | Microsoft 365 Business Premium | Cloud  | 23 Jan 2024 | 11 Oct 2026  |
| rhys.moore@northwindtraders.example    | Rhys Moore    | Member | Allowed | Operations | Operations coordinator | Hannah Robinson | Microsoft 365 Business Premium | Cloud  | 21 Dec 2024 | 10 Oct 2026  |
| ruby.hill@northwindtraders.example     | Ruby Hill     | Member | Allowed | Reception  | Receptionist           | Olivia Smith    | Microsoft 365 Business Basic   | Cloud  | 5 Mar 2025  | 5 Oct 2026   |
| ruby.taylor@northwindtraders.example   | Ruby Taylor   | Member | Allowed | Projects   | Head of Projects       | Ann Patel       | Microsoft 365 Business Premium | Cloud  | 1 Feb 2026  | 29 Sep 2026  |
| sophie.smith@northwindtraders.example  | Sophie Smith  | Member | Allowed | Sales      | Head of Sales          | Ann Patel       | Microsoft 365 Business Premium | Cloud  | 29 Jun 2026 | 21 Jan 2026  |
| thomas.clarke@northwindtraders.example | Thomas Clarke | Member | Allowed | Finance    | Head of Finance        | Ann Patel       | Microsoft 365 Business Basic   | Cloud  | 11 Sep 2026 | 2 Jun 2026   |
| zara.jackson@northwindtraders.example  | Zara Jackson  | Member | Allowed | Operations | Operations coordinator | Hannah Robinson | Microsoft 365 Business Premium | Cloud  | 13 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                                  | 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.

| Members | Sign - in allowed | Licensed | No manager |
|---------|-------------------|----------|------------|
| 4       | 4                 | 4        | 0          |
| 5       | 5                 | 5        | 0          |
| 4       | 4                 | 4        | 0          |
| 4       | 4                 | 4        | 0          |
| 5       | 5                 | 5        | 0          |
| 4       | 4                 | 4        | 0          |
| 4       | 4                 | 4        | 0          |
| 5       | 5                 | 5        | 0          |
| 1       | 0                 | 1        | 0          |

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 11 Oct 2026, 20:31 UTC.