

ALL USERS

# Northwind Traders



|             |             |                        |                                  |
|-------------|-------------|------------------------|----------------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT             |
| Harbour IT  | 12 Oct 2026 | 11 Oct 2026, 20:31 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: 3 of 37 rows, Manager is Olivia Smith, Created: older than a year. Departments: 9 of 9 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 can't sign in | Members with no manager<br><b>0</b><br>Sign-in allowed |
|----------------------------------------------|-------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------|

Every account 3

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 |
|-----------------------------------------|----------------|--------|---------|------------|--------------|--------------|--------------------------------|--------|-------------|--------------|
| arthur.evans@northwindtraders.example   | Arthur Evans   | Member | Allowed | Reception  | Receptionist | Olivia Smith | Microsoft 365 Business Premium | Cloud  | 13 May 2024 | 5 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  |
| ruby.hill@northwindtraders.example      | Ruby Hill      | Member | Allowed | Reception  | Receptionist | Olivia Smith | Microsoft 365 Business Basic   | Cloud  | 5 Mar 2025  | 5 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 synched 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                                                                        |
|          |                                          |                 |         |                  |                |                                                                                                              |

| Flag | Manager                                | Name          | Sign-in | Department | Direct reports | Reports                                           |
|------|----------------------------------------|---------------|---------|------------|----------------|---------------------------------------------------|
|      | 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       | Sign-in allowed | Licensed | No manager |
|------------------|-----------------|----------|------------|
| Customer Service | 4               | 4        | 0          |
| Finance          | 5               | 5        | 0          |
| HR               | 4               | 4        | 0          |
| Marketing        | 4               | 4        | 0          |
| Operations       | 5               | 5        | 0          |
| Projects         | 4               | 4        | 0          |
| Reception        | 4               | 4        | 0          |
| Sales            | 5               | 5        | 0          |
| No department    | 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 11 Oct 2026, 20:31 UTC.