

ALL USERS

# Northwind Traders



PREPARED BY  
Harbour IT

DATE  
12 Oct 2026

DATA COLLECTED  
12 Oct 2026, 06:36 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: 1 of 38 rows, Created: in the last 30 days. Managers: 6 of 10 rows, Direct reports is 3. 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 1

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 |
|----------------------------------------|---------------|--------|---------|------------|-----------------|-----------|------------------------------|--------|-------------|--------------|
| thomas.clarke@northwindtraders.example | Thomas Clarke | Member | Allowed | Finance    | Head of Finance | Ann Patel | Microsoft 365 Business Basic | Cloud  | 12 Sep 2026 | 2 Jun 2026   |

## Managers 6

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).

| Manager                               | Name         | Sign-in | Department       | Direct reports | Reports                                    |
|---------------------------------------|--------------|---------|------------------|----------------|--------------------------------------------|
| grace.taylor@northwindtraders.example | Grace Taylor | Allowed | Customer Service | 3              | Alfie Roberts, George Robinson, Isla Evans |
| 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          |

## 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          |

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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, 06:36 UTC.