

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, Last sign-in: older than 30 days. Managers: 1 of 10 rows, Department is blank, 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
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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
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
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

Managers 1 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
● Medium	robert.hughes@northwindtraders.example	Robert Hughes	Blocked	–	1

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

Department	Members	Sign-in allowed	Licensed	No manager
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

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.