

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: 3 of 37 rows, Last sign-in: 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 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 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       | 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          |

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.