

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: 32 of 37 rows, Last sign-in: in the last 30 days. Managers: 10 of 10 rows, 1 column hidden. Departments: 3 of 9 rows, Members is 5. 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 32 1 to review

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.

| Flag | 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  |
|      |                                       |              |        |         |            |            |               |                                |        |             |              |

| Flag     | Account                                 | Name           | Type   | Sign-in | Department       | Job title                | Manager         | Licences                       | Source | Created     | Last sign-in |
|----------|-----------------------------------------|----------------|--------|---------|------------------|--------------------------|-----------------|--------------------------------|--------|-------------|--------------|
|          | 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  |
|          | 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  |
| ● Medium | ann.patel@northwindtraders.example      | Ann Patel      | Member | Allowed | Sales            | Sales lead               | Robert Hughes   | Microsoft 365 Business Premium | Cloud  | –           | 30 Sep 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  |
|          |                                         |                |        |         |                  |                          |                 |                                |        |             |              |

| Flag | Account                                  | Name            | Type   | Sign-in | Department       | Job title                | Manager         | Licences                       | Source | Created     | Last sign-in |
|------|------------------------------------------|-----------------|--------|---------|------------------|--------------------------|-----------------|--------------------------------|--------|-------------|--------------|
|      | 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   |
|      | 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  |
|      |                                          |                 |        |         |                  |                          |                 |                                |        |             |              |

| Flag | Account                               | Name         | Type   | Sign-in | Department | Job title           | Manager       | Licences                       | Source | Created     | Last sign-in |
|------|---------------------------------------|--------------|--------|---------|------------|---------------------|---------------|--------------------------------|--------|-------------|--------------|
|      | 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  |
|      | 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   |
|      |                                       |              |        |         |            |                     |               |                                |        |             |              |

| Flag | Account                               | Name         | Type   | Sign-in | Department | Job title              | Manager         | Licences                       | Source | Created     | Last sign-in |
|------|---------------------------------------|--------------|--------|---------|------------|------------------------|-----------------|--------------------------------|--------|-------------|--------------|
|      | 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  |
|      | 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            | Department       | Direct reports | Reports                                                                                                      |
|----------|------------------------------------------|-----------------|------------------|----------------|--------------------------------------------------------------------------------------------------------------|
| ● Medium | robert.hughes@northwindtraders.example   | Robert Hughes   | –                | 1              | Ann Patel                                                                                                    |
|          | ann.patel@northwindtraders.example       | Ann Patel       | Sales            | 8              | Grace Taylor, Hannah Robinson, Megan Lee, Olivia Smith, Owen White, Ruby Taylor, Sophie Smith, Thomas Clarke |
|          | grace.taylor@northwindtraders.example    | Grace Taylor    | Customer Service | 3              | Alfie Roberts, George Robinson, Isla Evans                                                                   |
|          | hannah.robinson@northwindtraders.example | Hannah Robinson | Operations       | 4              | Alfie Scott, Imogen Edwards, Rhys Moore, Zara Jackson                                                        |
|          | megan.lee@northwindtraders.example       | Megan Lee       | Marketing        | 3              | Amelia Watson, Ella Baker, Leo Morris                                                                        |
|          | olivia.smith@northwindtraders.example    | Olivia Smith    | Reception        | 3              | Arthur Evans, George Roberts, Ruby Hill                                                                      |
|          | owen.white@northwindtraders.example      | Owen White      | HR               | 3              | Hannah Patel, Olivia Scott, Owen Taylor                                                                      |
|          | ruby.taylor@northwindtraders.example     | Ruby Taylor     | Projects         | 3              | Ethan Green, Jacob Hughes, Maya Martin                                                                       |
|          | sophie.smith@northwindtraders.example    | Sophie Smith    | Sales            | 3              | Leo Evans, Leo Wright, Rhys Clark                                                                            |
|          | thomas.clarke@northwindtraders.example   | Thomas Clarke   | Finance          | 4              | Aaron Watson, Grace Wilson, Harry Lee, Mia Hughes                                                            |

Departments 3

Member accounts by department, as set on each account. Guests are left out.

| Department | Members | Sign-in allowed | Licensed | No manager |
|------------|---------|-----------------|----------|------------|
| Finance    | 5       | 5               | 5        | 0          |
| Operations | 5       | 5               | 5        | 0          |
| Sales      | 5       | 5               | 5        | 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.