

ALL USERS

Northwind Traders



PREPARED BY
Harbour IT

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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, 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 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	Department	Job title	Manager	Licences	Source	Created	Last sign-in
	aaron.watson@northwindtraders.example	Aaron Watson	Member	Finance	Accountant	Thomas Clarke	Microsoft 365 Business Premium	Cloud	15 Jun 2023	10 Oct 2026
	alfie.roberts@northwindtraders.example	Alfie Roberts	Member	Customer Service	Customer service adviser	Grace Taylor	Microsoft 365 Business Premium	Cloud	10 Nov 2023	29 Sep 2026

Flag	Account	Name	Type	Department	Job title	Manager	Licences	Source	Created	Last sign-in
	alfie.scott@northwindtraders.example	Alfie Scott	Member	Operations	Operations coordinator	Hannah Robinson	Microsoft 365 Business Basic	Cloud	29 Feb 2024	5 Oct 2026
	amelia.watson@northwindtraders.example	Amelia Watson	Member	Marketing	Marketing executive	Megan Lee	Microsoft 365 Business Premium	Cloud	31 Jul 2025	10 Oct 2026
● Medium	ann.patel@northwindtraders.example	Ann Patel	Member	Sales	Sales lead	Robert Hughes	Microsoft 365 Business Premium	Cloud	–	30 Sep 2026
	arthur.evans@northwindtraders.example	Arthur Evans	Member	Reception	Receptionist	Olivia Smith	Microsoft 365 Business Premium	Cloud	13 May 2024	5 Oct 2026
	ella.baker@northwindtraders.example	Ella Baker	Member	Marketing	Marketing executive	Megan Lee	Microsoft 365 Business Premium	Cloud	17 Dec 2023	11 Oct 2026
	ethan.green@northwindtraders.example	Ethan Green	Member	Projects	Project manager	Ruby Taylor	Microsoft 365 Business Premium	Cloud	11 Apr 2025	11 Oct 2026
	george.roberts@northwindtraders.example	George Roberts	Member	Reception	Receptionist	Olivia Smith	Microsoft 365 Business Premium	Cloud	22 Jul 2023	29 Sep 2026
	george.robinson@northwindtraders.example	George Robinson	Member	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	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	Finance	Accountant	Thomas Clarke	Microsoft 365 Business Premium	Cloud	19 Nov 2025	11 Oct 2026

Flag	Account	Name	Type	Department	Job title	Manager	Licences	Source	Created	Last sign-in
	hannah.patel@northwindtraders.example	Hannah Patel	Member	HR	HR adviser	Owen White	Microsoft 365 Business Premium	Cloud	18 May 2025	5 Oct 2026
	harry.lee@northwindtraders.example	Harry Lee	Member	Finance	Accountant	Thomas Clarke	Microsoft 365 Business Premium	Cloud	6 Apr 2024	11 Oct 2026
	imogen.edwards@northwindtraders.example	Imogen Edwards	Member	Operations	Operations coordinator	Hannah Robinson	Microsoft 365 Business Premium	Cloud	9 May 2023	9 Oct 2026
	isla.evans@northwindtraders.example	Isla Evans	Member	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	Projects	Project manager	Ruby Taylor	Microsoft 365 Business Basic	Cloud	28 Aug 2023	11 Oct 2026
	leo.evans@northwindtraders.example	Leo Evans	Member	Sales	Account manager	Sophie Smith	Microsoft 365 Business Basic	Cloud	6 Sep 2025	11 Oct 2026
	leo.morris@northwindtraders.example	Leo Morris	Member	Marketing	Marketing executive	Megan Lee	Microsoft 365 Business Premium	Cloud	8 Oct 2024	10 Oct 2026
	leo.wright@northwindtraders.example	Leo Wright	Member	Sales	Account manager	Sophie Smith	Microsoft 365 Business Premium	Cloud	14 Nov 2024	29 Sep 2026
	maya.martin@northwindtraders.example	Maya Martin	Member	Projects	Project manager	Ruby Taylor	Microsoft 365 Business Premium	Cloud	19 Jun 2024	11 Oct 2026
	megan.lee@northwindtraders.example	Megan Lee	Member	Marketing	Head of Marketing	Ann Patel	Microsoft 365 Business Premium	Cloud	23 May 2026	9 Oct 2026

Flag	Account	Name	Type	Department	Job title	Manager	Licences	Source	Created	Last sign-in
	mia.hughes@northwindtraders.example	Mia Hughes	Member	Finance	Accountant	Thomas Clarke	Microsoft 365 Business Premium	Cloud	27 Jan 2025	10 Oct 2026
	olivia.scott@northwindtraders.example	Olivia Scott	Member	HR	HR adviser	Owen White	Microsoft 365 Business Premium	Cloud	4 Oct 2023	9 Oct 2026
	olivia.smith@northwindtraders.example	Olivia Smith	Member	Reception	Head of Reception	Ann Patel	Microsoft 365 Business Premium	Cloud	26 Dec 2025	8 Oct 2026
	owen.taylor@northwindtraders.example	Owen Taylor	Member	HR	HR adviser	Owen White	Microsoft 365 Business Premium	Cloud	26 Jul 2024	11 Oct 2026
	owen.white@northwindtraders.example	Owen White	Member	HR	Head of HR	Ann Patel	Microsoft 365 Business Basic	Cloud	10 Mar 2026	9 Oct 2026
	rhys.clark@northwindtraders.example	Rhys Clark	Member	Sales	Account manager	Sophie Smith	Microsoft 365 Business Premium	Cloud	23 Jan 2024	11 Oct 2026
	rhys.moore@northwindtraders.example	Rhys Moore	Member	Operations	Operations coordinator	Hannah Robinson	Microsoft 365 Business Premium	Cloud	21 Dec 2024	10 Oct 2026
	ruby.hill@northwindtraders.example	Ruby Hill	Member	Reception	Receptionist	Olivia Smith	Microsoft 365 Business Basic	Cloud	5 Mar 2025	5 Oct 2026
	ruby.taylor@northwindtraders.example	Ruby Taylor	Member	Projects	Head of Projects	Ann Patel	Microsoft 365 Business Premium	Cloud	1 Feb 2026	29 Sep 2026
	zara.jackson@northwindtraders.example	Zara Jackson	Member	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	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	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	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.