

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: 5 of 37 rows, Department is Finance, 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 5

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.

Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Created	Last sign-in
Aaron Watson	Member	Allowed	Finance	Accountant	Thomas Clarke	Microsoft 365 Business Premium	Cloud	15 Jun 2023	10 Oct 2026
Grace Wilson	Member	Allowed	Finance	Accountant	Thomas Clarke	Microsoft 365 Business Premium	Cloud	19 Nov 2025	11 Oct 2026
Harry Lee	Member	Allowed	Finance	Accountant	Thomas Clarke	Microsoft 365 Business Premium	Cloud	6 Apr 2024	11 Oct 2026
Mia Hughes	Member	Allowed	Finance	Accountant	Thomas Clarke	Microsoft 365 Business Premium	Cloud	27 Jan 2025	10 Oct 2026
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	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.