

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: 3 of 37 rows, Job title is Receptionist. Managers: 10 of 10 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
arthur.evans@northwindtraders.example	Arthur Evans	Member	Allowed	Reception	Receptionist	Olivia Smith	Microsoft 365 Business Premium	Cloud	13 May 2024	5 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
ruby.hill@northwindtraders.example	Ruby Hill	Member	Allowed	Reception	Receptionist	Olivia Smith	Microsoft 365 Business Basic	Cloud	5 Mar 2025	5 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
● Medium	robert.hughes@northwindtraders.example	Robert Hughes	Blocked	–	1
	ann.patel@northwindtraders.example	Ann Patel	Allowed	Sales	8
	grace.taylor@northwindtraders.example	Grace Taylor	Allowed	Customer Service	3
	hannah.robinson@northwindtraders.example	Hannah Robinson	Allowed	Operations	4
	megan.lee@northwindtraders.example	Megan Lee	Allowed	Marketing	3
	olivia.smith@northwindtraders.example	Olivia Smith	Allowed	Reception	3
	owen.white@northwindtraders.example	Owen White	Allowed	HR	3
	ruby.taylor@northwindtraders.example	Ruby Taylor	Allowed	Projects	3
	sophie.smith@northwindtraders.example	Sophie Smith	Allowed	Sales	3
	thomas.clarke@northwindtraders.example	Thomas Clarke	Allowed	Finance	4

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

Department	Members	Sign-in allowed	Licensed	No manager
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.