

ALL USERS

Northwind Traders



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	12 Oct 2026	12 Oct 2026, 06:36 UTC	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: 7 of 38 rows, Licences is Microsoft 365 Business Basic, 1 column hidden. The headline figures cover every row.

Accounts 38 37 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 1 Sign-in allowed
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Every account 7

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	Created	Last sign-in
alfie.scott@northwindtraders.example	Alfie Scott	Member	Allowed	Operations	Operations coordinator	Hannah Robinson	Microsoft 365 Business Basic	1 Mar 2024	5 Oct 2026
isla.evans@northwindtraders.example	Isla Evans	Member	Allowed	Customer Service	Customer service adviser	Grace Taylor	Microsoft 365 Business Basic	2 Sep 2024	5 Oct 2026
jacob.hughes@northwindtraders.example	Jacob Hughes	Member	Allowed	Projects	Project manager	Ruby Taylor	Microsoft 365 Business Basic	29 Aug 2023	11 Oct 2026
leo.evans@northwindtraders.example	Leo Evans	Member	Allowed	Sales	Account manager	Sophie Smith	Microsoft 365 Business Basic	7 Sep 2025	12 Oct 2026
owen.white@northwindtraders.example	Owen White	Member	Allowed	HR	Head of HR	Ann Patel	Microsoft 365 Business Basic	11 Mar 2026	10 Oct 2026
ruby.hill@northwindtraders.example	Ruby Hill	Member	Allowed	Reception	Receptionist	Olivia Smith	Microsoft 365 Business Basic	6 Mar 2025	6 Oct 2026
thomas.clarke@northwindtraders.example	Thomas Clarke	Member	Allowed	Finance	Head of Finance	Ann Patel	Microsoft 365 Business Basic	12 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

Flag	Manager	Name	Sign-in	Department	Direct reports	Reports
	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

Department	Members	Sign-in allowed	Licensed	No manager
Operations	5	5	5	0
Projects	4	4	4	0
Reception	4	4	4	0
Sales	5	5	5	0
No department	2	1	1	1

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 12 Oct 2026, 06:36 UTC.