

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: 29 of 37 rows, Licences is Microsoft 365 Business Premium, 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 29 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 |
|----------|------------------------------------------|-----------------|--------|------------------|--------------------------|---------------|--------------------------------|--------|-------------|--------------|
|          | 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  |
|          | hannah.patel@northwindtraders.example    | Hannah Patel    | Member | HR               | HR adviser               | Owen White    | Microsoft 365 Business Premium | Cloud  | 18 May 2025 | 5 Oct 2026   |
|          |                                          |                 |        |                  |                          |               |                                |        |             |              |

| Flag | Account                                                  | Name            | Type   | Department | Job title              | Manager         | Licences                       | Source | Created     | Last sign-in |
|------|----------------------------------------------------------|-----------------|--------|------------|------------------------|-----------------|--------------------------------|--------|-------------|--------------|
|      | <a href="#">hannah.robinson@northwindtraders.example</a> | Hannah Robinson | Member | Operations | Head of Operations     | Ann Patel       | Microsoft 365 Business Premium | Cloud  | 5 Aug 2026  | 7 Apr 2026   |
|      | <a href="#">harry.lee@northwindtraders.example</a>       | Harry Lee       | Member | Finance    | Accountant             | Thomas Clarke   | Microsoft 365 Business Premium | Cloud  | 6 Apr 2024  | 11 Oct 2026  |
|      | <a href="#">imogen.edwards@northwindtraders.example</a>  | Imogen Edwards  | Member | Operations | Operations coordinator | Hannah Robinson | Microsoft 365 Business Premium | Cloud  | 9 May 2023  | 9 Oct 2026   |
|      | <a href="#">leo.morris@northwindtraders.example</a>      | Leo Morris      | Member | Marketing  | Marketing executive    | Megan Lee       | Microsoft 365 Business Premium | Cloud  | 8 Oct 2024  | 10 Oct 2026  |
|      | <a href="#">leo.wright@northwindtraders.example</a>      | Leo Wright      | Member | Sales      | Account manager        | Sophie Smith    | Microsoft 365 Business Premium | Cloud  | 14 Nov 2024 | 29 Sep 2026  |
|      | <a href="#">maya.martin@northwindtraders.example</a>     | Maya Martin     | Member | Projects   | Project manager        | Ruby Taylor     | Microsoft 365 Business Premium | Cloud  | 19 Jun 2024 | 11 Oct 2026  |
|      | <a href="#">megan.lee@northwindtraders.example</a>       | Megan Lee       | Member | Marketing  | Head of Marketing      | Ann Patel       | Microsoft 365 Business Premium | Cloud  | 23 May 2026 | 9 Oct 2026   |
|      | <a href="#">mia.hughes@northwindtraders.example</a>      | Mia Hughes      | Member | Finance    | Accountant             | Thomas Clarke   | Microsoft 365 Business Premium | Cloud  | 27 Jan 2025 | 10 Oct 2026  |
|      | <a href="#">olivia.scott@northwindtraders.example</a>    | Olivia Scott    | Member | HR         | HR adviser             | Owen White      | Microsoft 365 Business Premium | Cloud  | 4 Oct 2023  | 9 Oct 2026   |
|      | <a href="#">olivia.smith@northwindtraders.example</a>    | Olivia Smith    | Member | Reception  | Head of Reception      | Ann Patel       | Microsoft 365 Business Premium | Cloud  | 26 Dec 2025 | 8 Oct 2026   |
|      |                                                          |                 |        |            |                        |                 |                                |        |             |              |

| Flag | Account                                | Name          | Type   | Department | Job title              | Manager         | Licences                       | Source | Created     | Last sign-in |
|------|----------------------------------------|---------------|--------|------------|------------------------|-----------------|--------------------------------|--------|-------------|--------------|
|      | owen.taylor@northwindtraders.example   | Owen Taylor   | Member | HR         | HR adviser             | Owen White      | Microsoft 365 Business Premium | Cloud  | 26 Jul 2024 | 11 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  |
|      | robert.hughes@northwindtraders.example | Robert Hughes | Member | –          | –                      | –               | Microsoft 365 Business Premium | Cloud  | –           | Never        |
|      | ruby.taylor@northwindtraders.example   | Ruby Taylor   | Member | Projects   | Head of Projects       | Ann Patel       | Microsoft 365 Business Premium | Cloud  | 1 Feb 2026  | 29 Sep 2026  |
|      | sophie.smith@northwindtraders.example  | Sophie Smith  | Member | Sales      | Head of Sales          | Ann Patel       | Microsoft 365 Business Premium | Cloud  | 29 Jun 2026 | 21 Jan 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 |

| 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 | 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.