

ALL USERS

Northwind Traders



PREPARED BY
Harbour IT

DATE
12 Oct 2026

DATA COLLECTED
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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: 37 of 37 rows, 1 column hidden. Managers: 1 of 10 rows, Department is HR. 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 37 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	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	16 Jun 2023	10 Oct 2026
	Alfie Roberts	Member	Allowed	Customer Service	Customer service adviser	Grace Taylor	Microsoft 365 Business Premium	Cloud	11 Nov 2023	30 Sep 2026
	Alfie Scott	Member	Allowed	Operations	Operations coordinator	Hannah Robinson	Microsoft 365 Business Basic	Cloud	1 Mar 2024	5 Oct 2026

Flag	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Created	Last sign-in
	Amelia Watson	Member	Allowed	Marketing	Marketing executive	Megan Lee	Microsoft 365 Business Premium	Cloud	1 Aug 2025	11 Oct 2026
● Medium	Ann Patel	Member	Allowed	Sales	Sales lead	Robert Hughes	Microsoft 365 Business Premium	Cloud	–	30 Sep 2026
	Arthur Evans	Member	Allowed	Reception	Receptionist	Olivia Smith	Microsoft 365 Business Premium	Cloud	14 May 2024	6 Oct 2026
	Ella Baker	Member	Allowed	Marketing	Marketing executive	Megan Lee	Microsoft 365 Business Premium	Cloud	18 Dec 2023	12 Oct 2026
	Ethan Green	Member	Allowed	Projects	Project manager	Ruby Taylor	Microsoft 365 Business Premium	Cloud	12 Apr 2025	11 Oct 2026
	George Roberts	Member	Allowed	Reception	Receptionist	Olivia Smith	Microsoft 365 Business Premium	Cloud	23 Jul 2023	29 Sep 2026
	George Robinson	Member	Allowed	Customer Service	Customer service adviser	Grace Taylor	Microsoft 365 Business Premium	Cloud	25 Jun 2025	11 Oct 2026
	Grace Taylor	Member	Allowed	Customer Service	Head of Customer Service	Ann Patel	Microsoft 365 Business Premium	Cloud	17 Apr 2026	12 Oct 2026
	Grace Wilson	Member	Allowed	Finance	Accountant	Thomas Clarke	Microsoft 365 Business Premium	Cloud	20 Nov 2025	11 Oct 2026
	Hannah Patel	Member	Allowed	HR	HR adviser	Owen White	Microsoft 365 Business Premium	Cloud	19 May 2025	5 Oct 2026
	Hannah Robinson	Member	Allowed	Operations	Head of Operations	Ann Patel	Microsoft 365 Business Premium	Cloud	6 Aug 2026	7 Apr 2026
	Harry Lee	Member	Allowed	Finance	Accountant	Thomas Clarke	Microsoft 365 Business Premium	Cloud	7 Apr 2024	11 Oct 2026
	Imogen Edwards	Member	Allowed	Operations	Operations coordinator	Hannah Robinson	Microsoft 365 Business Premium	Cloud	10 May 2023	9 Oct 2026
	Isla Evans	Member	Allowed	Customer Service	Customer service adviser	Grace Taylor	Microsoft 365 Business Basic	Cloud	2 Sep 2024	5 Oct 2026

Flag	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Created	Last sign-in
	Jacob Hughes	Member	Allowed	Projects	Project manager	Ruby Taylor	Microsoft 365 Business Basic	Cloud	29 Aug 2023	11 Oct 2026
	Leo Evans	Member	Allowed	Sales	Account manager	Sophie Smith	Microsoft 365 Business Basic	Cloud	7 Sep 2025	12 Oct 2026
	Leo Morris	Member	Allowed	Marketing	Marketing executive	Megan Lee	Microsoft 365 Business Premium	Cloud	9 Oct 2024	11 Oct 2026
	Leo Wright	Member	Allowed	Sales	Account manager	Sophie Smith	Microsoft 365 Business Premium	Cloud	15 Nov 2024	29 Sep 2026
	Maya Martin	Member	Allowed	Projects	Project manager	Ruby Taylor	Microsoft 365 Business Premium	Cloud	20 Jun 2024	12 Oct 2026
	Megan Lee	Member	Allowed	Marketing	Head of Marketing	Ann Patel	Microsoft 365 Business Premium	Cloud	24 May 2026	10 Oct 2026
	Mia Hughes	Member	Allowed	Finance	Accountant	Thomas Clarke	Microsoft 365 Business Premium	Cloud	28 Jan 2025	11 Oct 2026
	Olivia Scott	Member	Allowed	HR	HR adviser	Owen White	Microsoft 365 Business Premium	Cloud	5 Oct 2023	9 Oct 2026
	Olivia Smith	Member	Allowed	Reception	Head of Reception	Ann Patel	Microsoft 365 Business Premium	Cloud	27 Dec 2025	8 Oct 2026
	Owen Taylor	Member	Allowed	HR	HR adviser	Owen White	Microsoft 365 Business Premium	Cloud	27 Jul 2024	11 Oct 2026
	Owen White	Member	Allowed	HR	Head of HR	Ann Patel	Microsoft 365 Business Basic	Cloud	11 Mar 2026	10 Oct 2026
	Rhys Clark	Member	Allowed	Sales	Account manager	Sophie Smith	Microsoft 365 Business Premium	Cloud	24 Jan 2024	11 Oct 2026
	Rhys Moore	Member	Allowed	Operations	Operations coordinator	Hannah Robinson	Microsoft 365 Business Premium	Cloud	22 Dec 2024	10 Oct 2026
	Robert Hughes	Member	Blocked	–	–	–	Microsoft 365 Business Premium	Cloud	–	Never

Flag	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Created	Last sign-in
	Ruby Hill	Member	Allowed	Reception	Receptionist	Olivia Smith	Microsoft 365 Business Basic	Cloud	6 Mar 2025	6 Oct 2026
	Ruby Taylor	Member	Allowed	Projects	Head of Projects	Ann Patel	Microsoft 365 Business Premium	Cloud	2 Feb 2026	29 Sep 2026
	Sam Carter (guest)	Guest	Allowed	–	–	–	–	Cloud	–	Never
	Sophie Smith	Member	Allowed	Sales	Head of Sales	Ann Patel	Microsoft 365 Business Premium	Cloud	30 Jun 2026	22 Jan 2026
	Thomas Clarke	Member	Allowed	Finance	Head of Finance	Ann Patel	Microsoft 365 Business Basic	Cloud	12 Sep 2026	2 Jun 2026
	Zara Jackson	Member	Allowed	Operations	Operations coordinator	Hannah Robinson	Microsoft 365 Business Premium	Cloud	14 Oct 2025	10 Oct 2026

Managers 1

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).

Manager	Name	Sign-in	Department	Direct reports	Reports
owen.white@northwindtraders.example	Owen White	Allowed	HR	3	Hannah Patel, Olivia Scott, Owen Taylor

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

Department	Members	Sign-in allowed	Licensed	No manager
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 12 Oct 2026, 04:00 UTC.