

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: 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	Account	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Created
	aaron.watson@northwindtraders.example	Aaron Watson	Member	Allowed	Finance	Accountant	Thomas Clarke	Microsoft 365 Business Premium	Cloud	15 Jun 2023
	alfie.roberts@northwindtraders.example	Alfie Roberts	Member	Allowed	Customer Service	Customer service adviser	Grace Taylor	Microsoft 365 Business Premium	Cloud	10 Nov 2023

Flag	Account	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Created
	alfie.scott@northwindtraders.example	Alfie Scott	Member	Allowed	Operations	Operations coordinator	Hannah Robinson	Microsoft 365 Business Basic	Cloud	29 Feb 2024
	amelia.watson@northwindtraders.example	Amelia Watson	Member	Allowed	Marketing	Marketing executive	Megan Lee	Microsoft 365 Business Premium	Cloud	31 Jul 2025
● Medium	ann.patel@northwindtraders.example	Ann Patel	Member	Allowed	Sales	Sales lead	Robert Hughes	Microsoft 365 Business Premium	Cloud	–
	arthur.evans@northwindtraders.example	Arthur Evans	Member	Allowed	Reception	Receptionist	Olivia Smith	Microsoft 365 Business Premium	Cloud	13 May 2024
	ella.baker@northwindtraders.example	Ella Baker	Member	Allowed	Marketing	Marketing executive	Megan Lee	Microsoft 365 Business Premium	Cloud	17 Dec 2023
	ethan.green@northwindtraders.example	Ethan Green	Member	Allowed	Projects	Project manager	Ruby Taylor	Microsoft 365 Business Premium	Cloud	11 Apr 2025
	george.roberts@northwindtraders.example	George Roberts	Member	Allowed	Reception	Receptionist	Olivia Smith	Microsoft 365 Business Premium	Cloud	22 Jul 2023
	george.robinson@northwindtraders.example	George Robinson	Member	Allowed	Customer Service	Customer service adviser	Grace Taylor	Microsoft 365 Business Premium	Cloud	24 Jun 2025
	grace.taylor@northwindtraders.example	Grace Taylor	Member	Allowed	Customer Service	Head of Customer Service	Ann Patel	Microsoft 365 Business Premium	Cloud	16 Apr 2026
	grace.wilson@northwindtraders.example	Grace Wilson	Member	Allowed	Finance	Accountant	Thomas Clarke	Microsoft 365 Business Premium	Cloud	19 Nov 2025

Flag	Account	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Created
	hannah.patel@northwindtraders.example	Hannah Patel	Member	Allowed	HR	HR adviser	Owen White	Microsoft 365 Business Premium	Cloud	18 May 2025
	hannah.robinson@northwindtraders.example	Hannah Robinson	Member	Allowed	Operations	Head of Operations	Ann Patel	Microsoft 365 Business Premium	Cloud	5 Aug 2026
	harry.lee@northwindtraders.example	Harry Lee	Member	Allowed	Finance	Accountant	Thomas Clarke	Microsoft 365 Business Premium	Cloud	6 Apr 2024
	imogen.edwards@northwindtraders.example	Imogen Edwards	Member	Allowed	Operations	Operations coordinator	Hannah Robinson	Microsoft 365 Business Premium	Cloud	9 May 2023
	isla.evans@northwindtraders.example	Isla Evans	Member	Allowed	Customer Service	Customer service adviser	Grace Taylor	Microsoft 365 Business Basic	Cloud	1 Sep 2024
	jacob.hughes@northwindtraders.example	Jacob Hughes	Member	Allowed	Projects	Project manager	Ruby Taylor	Microsoft 365 Business Basic	Cloud	28 Aug 2023
	leo.evans@northwindtraders.example	Leo Evans	Member	Allowed	Sales	Account manager	Sophie Smith	Microsoft 365 Business Basic	Cloud	6 Sep 2025
	leo.morris@northwindtraders.example	Leo Morris	Member	Allowed	Marketing	Marketing executive	Megan Lee	Microsoft 365 Business Premium	Cloud	8 Oct 2024
	leo.wright@northwindtraders.example	Leo Wright	Member	Allowed	Sales	Account manager	Sophie Smith	Microsoft 365 Business Premium	Cloud	14 Nov 2024
	maya.martin@northwindtraders.example	Maya Martin	Member	Allowed	Projects	Project manager	Ruby Taylor	Microsoft 365 Business Premium	Cloud	19 Jun 2024

Flag	Account	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Created
	megan.lee@northwindtraders.example	Megan Lee	Member	Allowed	Marketing	Head of Marketing	Ann Patel	Microsoft 365 Business Premium	Cloud	23 May 2026
	mia.hughes@northwindtraders.example	Mia Hughes	Member	Allowed	Finance	Accountant	Thomas Clarke	Microsoft 365 Business Premium	Cloud	27 Jan 2025
	olivia.scott@northwindtraders.example	Olivia Scott	Member	Allowed	HR	HR adviser	Owen White	Microsoft 365 Business Premium	Cloud	4 Oct 2023
	olivia.smith@northwindtraders.example	Olivia Smith	Member	Allowed	Reception	Head of Reception	Ann Patel	Microsoft 365 Business Premium	Cloud	26 Dec 2025
	owen.taylor@northwindtraders.example	Owen Taylor	Member	Allowed	HR	HR adviser	Owen White	Microsoft 365 Business Premium	Cloud	26 Jul 2024
	owen.white@northwindtraders.example	Owen White	Member	Allowed	HR	Head of HR	Ann Patel	Microsoft 365 Business Basic	Cloud	10 Mar 2026
	rhys.clark@northwindtraders.example	Rhys Clark	Member	Allowed	Sales	Account manager	Sophie Smith	Microsoft 365 Business Premium	Cloud	23 Jan 2024
	rhys.moore@northwindtraders.example	Rhys Moore	Member	Allowed	Operations	Operations coordinator	Hannah Robinson	Microsoft 365 Business Premium	Cloud	21 Dec 2024
	robert.hughes@northwindtraders.example	Robert Hughes	Member	Blocked	–	–	–	Microsoft 365 Business Premium	Cloud	–
	ruby.hill@northwindtraders.example	Ruby Hill	Member	Allowed	Reception	Receptionist	Olivia Smith	Microsoft 365 Business Basic	Cloud	5 Mar 2025

Flag	Account	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Created
	ruby.taylor@northwindtraders.example	Ruby Taylor	Member	Allowed	Projects	Head of Projects	Ann Patel	Microsoft 365 Business Premium	Cloud	1 Feb 2026
	g#EXT#@northwindtraders.example	Sam Carter (guest)	Guest	Allowed	–	–	–	–	Cloud	–
	sophie.smith@northwindtraders.example	Sophie Smith	Member	Allowed	Sales	Head of Sales	Ann Patel	Microsoft 365 Business Premium	Cloud	29 Jun 2026
	thomas.clarke@northwindtraders.example	Thomas Clarke	Member	Allowed	Finance	Head of Finance	Ann Patel	Microsoft 365 Business Basic	Cloud	11 Sep 2026
	zara.jackson@northwindtraders.example	Zara Jackson	Member	Allowed	Operations	Operations coordinator	Hannah Robinson	Microsoft 365 Business Premium	Cloud	13 Oct 2025

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

Department	Members	Sign-in allowed	Licensed	No manager
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.