

ALL USERS

# Northwind Traders



PREPARED BY  
Harbour IT

DATE  
12 Oct 2026

DATA COLLECTED  
12 Oct 2026, 06:36 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: 38 of 38 rows, 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

Every account 38 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         | Source | Created     | Last sign-in |
|------|----------------------------------------|---------------|--------|---------|------------------|--------------------------|-----------------|--------|-------------|--------------|
|      | aaron.watson@northwindtraders.example  | Aaron Watson  | Member | Allowed | Finance          | Accountant               | Thomas Clarke   | Cloud  | 16 Jun 2023 | 10 Oct 2026  |
|      | alfie.roberts@northwindtraders.example | Alfie Roberts | Member | Allowed | Customer Service | Customer service adviser | Grace Taylor    | Cloud  | 11 Nov 2023 | 30 Sep 2026  |
|      | alfie.scott@northwindtraders.example   | Alfie Scott   | Member | Allowed | Operations       | Operations coordinator   | Hannah Robinson | Cloud  | 1 Mar 2024  | 5 Oct 2026   |

| Flag     | Account                                  | Name             | Type   | Sign-in | Department       | Job title                | Manager         | Source | Created     | Last sign-in |
|----------|------------------------------------------|------------------|--------|---------|------------------|--------------------------|-----------------|--------|-------------|--------------|
|          | amelia.watson@northwindtraders.example   | Amelia Watson    | Member | Allowed | Marketing        | Marketing executive      | Megan Lee       | Cloud  | 1 Aug 2025  | 11 Oct 2026  |
| ● Medium | ann.patel@northwindtraders.example       | Ann Patel        | Member | Allowed | Sales            | Sales lead               | Robert Hughes   | Cloud  | –           | 30 Sep 2026  |
|          | arthur.evans@northwindtraders.example    | Arthur Evans     | Member | Allowed | Reception        | Receptionist             | Olivia Smith    | Cloud  | 14 May 2024 | 6 Oct 2026   |
|          | ella.baker@northwindtraders.example      | Ella Baker       | Member | Allowed | Marketing        | Marketing executive      | Megan Lee       | Cloud  | 18 Dec 2023 | 12 Oct 2026  |
|          | breakglass@northwindtraders.example      | Emergency access | Member | Allowed | –                | –                        | –               | Cloud  | 4 Mar 2024  | 30 Sep 2026  |
|          | ethan.green@northwindtraders.example     | Ethan Green      | Member | Allowed | Projects         | Project manager          | Ruby Taylor     | Cloud  | 12 Apr 2025 | 12 Oct 2026  |
|          | george.roberts@northwindtraders.example  | George Roberts   | Member | Allowed | Reception        | Receptionist             | Olivia Smith    | Cloud  | 23 Jul 2023 | 29 Sep 2026  |
|          | george.robinson@northwindtraders.example | George Robinson  | Member | Allowed | Customer Service | Customer service adviser | Grace Taylor    | Cloud  | 25 Jun 2025 | 11 Oct 2026  |
|          | grace.taylor@northwindtraders.example    | Grace Taylor     | Member | Allowed | Customer Service | Head of Customer Service | Ann Patel       | Cloud  | 17 Apr 2026 | 12 Oct 2026  |
|          | grace.wilson@northwindtraders.example    | Grace Wilson     | Member | Allowed | Finance          | Accountant               | Thomas Clarke   | Cloud  | 20 Nov 2025 | 11 Oct 2026  |
|          | hannah.patel@northwindtraders.example    | Hannah Patel     | Member | Allowed | HR               | HR adviser               | Owen White      | Cloud  | 19 May 2025 | 5 Oct 2026   |
|          | hannah.robinson@northwindtraders.example | Hannah Robinson  | Member | Allowed | Operations       | Head of Operations       | Ann Patel       | Cloud  | 6 Aug 2026  | 7 Apr 2026   |
|          | harry.lee@northwindtraders.example       | Harry Lee        | Member | Allowed | Finance          | Accountant               | Thomas Clarke   | Cloud  | 7 Apr 2024  | 11 Oct 2026  |
|          | imogen.edwards@northwindtraders.example  | Imogen Edwards   | Member | Allowed | Operations       | Operations coordinator   | Hannah Robinson | Cloud  | 10 May 2023 | 10 Oct 2026  |
|          |                                          |                  |        |         |                  |                          |                 |        |             |              |

| Flag | Account                               | Name         | Type   | Sign-in | Department       | Job title                | Manager         | Source | Created     | Last sign-in |
|------|---------------------------------------|--------------|--------|---------|------------------|--------------------------|-----------------|--------|-------------|--------------|
|      | isla.evans@northwindtraders.example   | Isla Evans   | Member | Allowed | Customer Service | Customer service adviser | Grace Taylor    | Cloud  | 2 Sep 2024  | 5 Oct 2026   |
|      | jacob.hughes@northwindtraders.example | Jacob Hughes | Member | Allowed | Projects         | Project manager          | Ruby Taylor     | Cloud  | 29 Aug 2023 | 11 Oct 2026  |
|      | leo.evans@northwindtraders.example    | Leo Evans    | Member | Allowed | Sales            | Account manager          | Sophie Smith    | Cloud  | 7 Sep 2025  | 12 Oct 2026  |
|      | leo.morris@northwindtraders.example   | Leo Morris   | Member | Allowed | Marketing        | Marketing executive      | Megan Lee       | Cloud  | 9 Oct 2024  | 11 Oct 2026  |
|      | leo.wright@northwindtraders.example   | Leo Wright   | Member | Allowed | Sales            | Account manager          | Sophie Smith    | Cloud  | 15 Nov 2024 | 29 Sep 2026  |
|      | maya.martin@northwindtraders.example  | Maya Martin  | Member | Allowed | Projects         | Project manager          | Ruby Taylor     | Cloud  | 20 Jun 2024 | 12 Oct 2026  |
|      | megan.lee@northwindtraders.example    | Megan Lee    | Member | Allowed | Marketing        | Head of Marketing        | Ann Patel       | Cloud  | 24 May 2026 | 10 Oct 2026  |
|      | mia.hughes@northwindtraders.example   | Mia Hughes   | Member | Allowed | Finance          | Accountant               | Thomas Clarke   | Cloud  | 28 Jan 2025 | 11 Oct 2026  |
|      | olivia.scott@northwindtraders.example | Olivia Scott | Member | Allowed | HR               | HR adviser               | Owen White      | Cloud  | 5 Oct 2023  | 10 Oct 2026  |
|      | olivia.smith@northwindtraders.example | Olivia Smith | Member | Allowed | Reception        | Head of Reception        | Ann Patel       | Cloud  | 27 Dec 2025 | 8 Oct 2026   |
|      | owen.taylor@northwindtraders.example  | Owen Taylor  | Member | Allowed | HR               | HR adviser               | Owen White      | Cloud  | 27 Jul 2024 | 11 Oct 2026  |
|      | owen.white@northwindtraders.example   | Owen White   | Member | Allowed | HR               | Head of HR               | Ann Patel       | Cloud  | 11 Mar 2026 | 10 Oct 2026  |
|      | rhys.clark@northwindtraders.example   | Rhys Clark   | Member | Allowed | Sales            | Account manager          | Sophie Smith    | Cloud  | 24 Jan 2024 | 12 Oct 2026  |
|      | rhys.moore@northwindtraders.example   | Rhys Moore   | Member | Allowed | Operations       | Operations coordinator   | Hannah Robinson | Cloud  | 22 Dec 2024 | 10 Oct 2026  |
|      |                                       |              |        |         |                  |                          |                 |        |             |              |

| Flag | Account                                | Name               | Type   | Sign-in | Department | Job title              | Manager         | Source | Created     | Last sign-in |
|------|----------------------------------------|--------------------|--------|---------|------------|------------------------|-----------------|--------|-------------|--------------|
|      | robert.hughes@northwindtraders.example | Robert Hughes      | Member | Blocked | –          | –                      | –               | Cloud  | –           | Never        |
|      | ruby.hill@northwindtraders.example     | Ruby Hill          | Member | Allowed | Reception  | Receptionist           | Olivia Smith    | Cloud  | 6 Mar 2025  | 6 Oct 2026   |
|      | ruby.taylor@northwindtraders.example   | Ruby Taylor        | Member | Allowed | Projects   | Head of Projects       | Ann Patel       | Cloud  | 2 Feb 2026  | 30 Sep 2026  |
|      | g#EXT#@northwindtraders.example        | Sam Carter (guest) | Guest  | Allowed | –          | –                      | –               | Cloud  | –           | Never        |
|      | sophie.smith@northwindtraders.example  | Sophie Smith       | Member | Allowed | Sales      | Head of Sales          | Ann Patel       | Cloud  | 30 Jun 2026 | 22 Jan 2026  |
|      | thomas.clarke@northwindtraders.example | Thomas Clarke      | Member | Allowed | Finance    | Head of Finance        | Ann Patel       | Cloud  | 12 Sep 2026 | 2 Jun 2026   |
|      | zara.jackson@northwindtraders.example  | Zara Jackson       | Member | Allowed | Operations | Operations coordinator | Hannah Robinson | Cloud  | 14 Oct 2025 | 11 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                                                                                                    |
|          | 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                                                                   |
|          |                                        |               |         |                  |                |                                                                                                              |

| Flag | Manager                                                  | Name            | Sign-in | Department | Direct reports | Reports                                               |
|------|----------------------------------------------------------|-----------------|---------|------------|----------------|-------------------------------------------------------|
|      | <a href="#">hannah.robinson@northwindtraders.example</a> | Hannah Robinson | Allowed | Operations | 4              | Alfie Scott, Imogen Edwards, Rhys Moore, Zara Jackson |
|      | <a href="#">megan.lee@northwindtraders.example</a>       | Megan Lee       | Allowed | Marketing  | 3              | Amelia Watson, Ella Baker, Leo Morris                 |
|      | <a href="#">olivia.smith@northwindtraders.example</a>    | Olivia Smith    | Allowed | Reception  | 3              | Arthur Evans, George Roberts, Ruby Hill               |
|      | <a href="#">owen.white@northwindtraders.example</a>      | Owen White      | Allowed | HR         | 3              | Hannah Patel, Olivia Scott, Owen Taylor               |
|      | <a href="#">ruby.taylor@northwindtraders.example</a>     | Ruby Taylor     | Allowed | Projects   | 3              | Ethan Green, Jacob Hughes, Maya Martin                |
|      | <a href="#">sophie.smith@northwindtraders.example</a>    | Sophie Smith    | Allowed | Sales      | 3              | Leo Evans, Leo Wright, Rhys Clark                     |
|      | <a href="#">thomas.clarke@northwindtraders.example</a>   | 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          |
| Operations       | 5       | 5               | 5        | 0          |
| Projects         | 4       | 4               | 4        | 0          |
| Reception        | 4       | 4               | 4        | 0          |

| Department    | Members | Sign-in allowed | Licensed | No manager |
|---------------|---------|-----------------|----------|------------|
| 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.