

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

| Flag     | 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   |
|          | amelia.watson@northwindtraders.example | Amelia Watson | Member | Allowed | Marketing  | Marketing executive    | Megan Lee       | Microsoft 365 Business Premium | 1 Aug 2025 | 11 Oct 2026  |
| ● Medium | ann.patel@northwindtraders.example     | Ann Patel     | Member | Allowed | Sales      | Sales lead             | Robert Hughes   | Microsoft 365 Business Premium | –          | 30 Sep 2026  |
|          | arthur.evans@northwindtraders.example  | Arthur Evans  | Member | Allowed | Reception  |                        |                 |                                |            |              |

| Flag | Account                                  | Name            | Type   | Sign-in | Department | Job title          | Manager       | Licences                       | Created     | Last sign-in |
|------|------------------------------------------|-----------------|--------|---------|------------|--------------------|---------------|--------------------------------|-------------|--------------|
|      | grace.wilson@northwindtraders.example    | Grace Wilson    | Member | Allowed | Finance    | Accountant         | Thomas Clarke | Microsoft 365 Business Premium | 20 Nov 2025 | 11 Oct 2026  |
|      | hannah.patel@northwindtraders.example    | Hannah Patel    | Member | Allowed | HR         | HR adviser         | Owen White    | Microsoft 365 Business Premium | 19 May 2025 | 5 Oct 2026   |
|      | hannah.robinson@northwindtraders.example | Hannah Robinson | Member | Allowed | Operations | Head of Operations | Ann Patel     | Microsoft 365 Business Premium | 6 Aug 2026  | 7 Apr 2026   |
|      | harry.lee@northwindtraders.example       | Harry Lee       |        |         |            |                    |               |                                |             |              |

| Flag | Account                               | Name         | Type   | Sign-in | Department | Job title         | Manager       | Licences                       | Created     | Last sign-in |
|------|---------------------------------------|--------------|--------|---------|------------|-------------------|---------------|--------------------------------|-------------|--------------|
|      | maya.martin@northwindtraders.example  | Maya Martin  | Member | Allowed | Projects   | Project manager   | Ruby Taylor   | Microsoft 365 Business Premium | 20 Jun 2024 | 12 Oct 2026  |
|      | megan.lee@northwindtraders.example    | Megan Lee    | Member | Allowed | Marketing  | Head of Marketing | Ann Patel     | Microsoft 365 Business Premium | 24 May 2026 | 10 Oct 2026  |
|      | mia.hughes@northwindtraders.example   | Mia Hughes   | Member | Allowed | Finance    | Accountant        | Thomas Clarke | Microsoft 365 Business Premium | 28 Jan 2025 | 11 Oct 2026  |
|      | olivia.scott@northwindtraders.example | Olivia Scott | Member | Allowed | HR         |                   |               |                                |             |              |

| Flag | Account                               | Name               | Type   | Sign-in | Department | Job title        | Manager      | Licences                       | Created    | Last sign-in |
|------|---------------------------------------|--------------------|--------|---------|------------|------------------|--------------|--------------------------------|------------|--------------|
|      | ruby.hill@northwindtraders.example    | Ruby Hill          | Member | Allowed | Reception  | Receptionist     | Olivia Smith | Microsoft 365 Business Basic   | 6 Mar 2025 | 6 Oct 2026   |
|      | ruby.taylor@northwindtraders.example  | Ruby Taylor        | Member | Allowed | Projects   | Head of Projects | Ann Patel    | Microsoft 365 Business Premium | 2 Feb 2026 | 30 Sep 2026  |
|      | g#EXT#@northwindtraders.example       | Sam Carter (guest) | Guest  | Allowed | –          | –                | –            | –                              | –          | Never        |
|      | sophie.smith@northwindtraders.example | Sophie Smith       | Member | Allowed | Sales      | Head             |              |                                |            |              |

| Flag | Manager                                  | Name            | Sign-in | Department       | Direct reports | Reports                                               |
|------|------------------------------------------|-----------------|---------|------------------|----------------|-------------------------------------------------------|
|      | 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     | R               |         |                  |                |                                                       |

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