ALL USERS

# Fabrikam Dental Group

Harbour IT

| PREPARED BY | DATE | DATA COLLECTED | MICROSOFT 365 TENANT |
|---|---|---|---|
| Harbour IT | 29 Nov 2026 | 29 Nov 2026, 04:00 UTC | fabrikam.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: 2 of 61 rows, Created: never or blank. Managers: 1 of 10 rows, Flag is Medium, 1 column hidden. The headline figures cover every row.

| Accounts | Sign-in blocked | Report to a blocked manager | Members with no manager |
|---|---|---|---|
| **61** | **4** | **1** | **2** |
| 59 members, 2 guests | 1 still licensed | Enabled accounts whose manager can't sign in | Enabled members with no manager set |

## Every account 2

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 | Last sign-in |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Medium | anna.kowalski@fabrikam.example | Anna Kowalski | Member | Allowed | Sales | Sales lead | Ben Okafor | Microsoft 365 Business Premium | Cloud | – | 30 Sep 2026 |
| | ben.okafor@fabrikam.example | Ben Okafor | Member | Blocked | – | – | – | Microsoft 365 Business Premium | Cloud | – | Never |

## Managers 1 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 | Sign-in | Department | Direct reports | Reports |
|---|---|---|---|---|---|
| Medium | ben.okafor@fabrikam.example | Blocked | – | 1 | Anna Kowalski |

## 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 | 6 | 6 | 6 | 0 |
| Finance | 7 | 7 | 7 | 0 |
| HR | 6 | 6 | 6 | 0 |
| Marketing | 7 | 7 | 7 | 0 |
| Operations | 7 | 7 | 7 | 0 |
| Projects | 6 | 6 | 6 | 0 |
| Reception | 6 | 6 | 6 | 0 |
| Sales | 8 | 8 | 8 | 0 |
| No department | 6 | 2 | 1 | 2 |

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 account's last successful sign-in, interactive or in the background (failed attempts don't count), 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 29 Nov 2026, 04:00 UTC.