

ALL USERS

# Fabrikam Dental Group



|             |             |                        |                          |
|-------------|-------------|------------------------|--------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT     |
| Harbour IT  | 12 Oct 2026 | 12 Oct 2026, 06:36 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: 11 of 56 rows, Licences is Microsoft 365 Business Basic. Managers: 10 of 10 rows, 1 column hidden. The headline figures cover every row.

|                                              |                                                 |                                                                                         |                                                        |
|----------------------------------------------|-------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------|
| Accounts<br><b>56</b><br>55 members, 1 guest | Sign-in blocked<br><b>1</b><br>1 still licensed | Report to a blocked manager<br><b>1</b><br>Enabled accounts whose manager can't sign in | Members with no manager<br><b>1</b><br>Sign-in allowed |
|----------------------------------------------|-------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------|

## Every account 11

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.

| Account                        | Name          | Type   | Sign-in | Department | Job title              | Manager     | Licences                     | Source | Created    | Last sign-in |
|--------------------------------|---------------|--------|---------|------------|------------------------|-------------|------------------------------|--------|------------|--------------|
| arthur.lee@fabrikam.example    | Arthur Lee    | Member | Allowed | Operations | Operations coordinator | Aisha Brown | Microsoft 365 Business Basic | Cloud  | 1 Mar 2024 | 9 Oct 2026   |
| george.walker@fabrikam.example | George Walker | Member | Allowed | Sales      | Account manager        | Jack Lee    | Microsoft 365 Business Basic | Cloud  | 7 Sep 2025 | 10 Oct 2026  |
|                                |               |        |         |            |                        |             |                              |        |            |              |

| Account                         | Name           | Type   | Sign-in | Department       | Job title                | Manager         | Licences                     | Source | Created     | Last sign-in |
|---------------------------------|----------------|--------|---------|------------------|--------------------------|-----------------|------------------------------|--------|-------------|--------------|
| jack.roberts@fabrikam.example   | Jack Roberts   | Member | Allowed | HR               | HR adviser               | Noah Wood       | Microsoft 365 Business Basic | Cloud  | 20 Feb 2022 | 12 Oct 2026  |
| lily.khan@fabrikam.example      | Lily Khan      | Member | Allowed | Marketing        | Marketing executive      | Aaron Smith     | Microsoft 365 Business Basic | Cloud  | 25 Feb 2023 | 11 Oct 2026  |
| lily.watson@fabrikam.example    | Lily Watson    | Member | Allowed | Finance          | Accountant               | Zara Edwards    | Microsoft 365 Business Basic | Cloud  | 24 Aug 2022 | 11 Oct 2026  |
| noah.wood@fabrikam.example      | Noah Wood      | Member | Allowed | HR               | Head of HR               | Anna Kowalski   | Microsoft 365 Business Basic | Cloud  | 11 Mar 2026 | 7 Feb 2026   |
| oscar.smith@fabrikam.example    | Oscar Smith    | Member | Allowed | Sales            | Account manager          | Jack Lee        | Microsoft 365 Business Basic | Cloud  | 19 Aug 2021 | 12 Oct 2026  |
| owen.khan@fabrikam.example      | Owen Khan      | Member | Allowed | Projects         | Project manager          | Ruby Clark      | Microsoft 365 Business Basic | Cloud  | 29 Aug 2023 | 10 Oct 2026  |
| priya.williams@fabrikam.example | Priya Williams | Member | Allowed | Customer Service | Customer service adviser | Rhys Walker     | Microsoft 365 Business Basic | Cloud  | 2 Sep 2024  | 10 Oct 2026  |
| rhys.hall@fabrikam.example      | Rhys Hall      | Member | Allowed | Reception        | Receptionist             | Thomas Robinson | Microsoft 365 Business Basic | Cloud  | 6 Mar 2025  | 12 Oct 2026  |
| zara.edwards@fabrikam.example   | Zara Edwards   | Member | Allowed | Finance          | Head of Finance          | Anna Kowalski   | Microsoft 365 Business Basic | Cloud  | 12 Sep 2026 | 8 Jul 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 synched accounts).

| Flag     | Name        | Sign-in | Department | Direct reports | Reports                                                                           |
|----------|-------------|---------|------------|----------------|-----------------------------------------------------------------------------------|
| ● Medium | Ben Okafor  | Blocked | –          | 1              | Anna Kowalski                                                                     |
|          | Aaron Smith | Allowed | Marketing  | 6              | Arthur Williams, Ella Hughes, Isla Scott, Lily Khan, Olivia Taylor, Owen Robinson |
|          |             |         |            |                |                                                                                   |

| Flag | Name            | Sign-in | Department       | Direct reports | Reports                                                                                               |
|------|-----------------|---------|------------------|----------------|-------------------------------------------------------------------------------------------------------|
|      | Aisha Brown     | Allowed | Operations       | 6              | Amelia Khan, Arthur Lee, Chloe Jackson, Henry Roberts, Owen Scott, Thomas Allen                       |
|      | Anna Kowalski   | Allowed | Sales            | 8              | Aaron Smith, Aisha Brown, Jack Lee, Noah Wood, Rhys Walker, Ruby Clark, Thomas Robinson, Zara Edwards |
|      | Jack Lee        | Allowed | Sales            | 6              | Ava Moore, Ethan Jones, Freya Evans, George Walker, Lily White, Oscar Smith                           |
|      | Noah Wood       | Allowed | HR               | 5              | Callum Turner, Jack Roberts, Jack Ward, Leo Harrison, Owen Smith                                      |
|      | Rhys Walker     | Allowed | Customer Service | 5              | Ava Jackson, Owen Turner, Priya Williams, Rhys Scott, William Lewis                                   |
|      | Ruby Clark      | Allowed | Projects         | 5              | Amelia Jackson, Owen Khan, Owen Patel, Ruby Davies, William Wood                                      |
|      | Thomas Robinson | Allowed | Reception        | 5              | George Baker, Noah Harris, Rhys Hall, Ruby Wood, Thomas Johnson                                       |
|      | Zara Edwards    | Allowed | Finance          | 6              | Ava Thomas, Ella Evans, George Williams, Lily Watson, Megan Green, Megan King                         |

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    | 2       | 1               | 1        | 1          |

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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.