ALL USERS

Fabrikam Dental Group

Harbour IT

PREPARED BY
Harbour IT

DATE
29 Nov 2026

DATA COLLECTED
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MICROSOFT 365 TENANT
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: 6 of 61 rows, Manager is Aaron Smith. Managers: 10 of 10 rows, 1 column hidden. The headline figures cover every row.

Accounts
61
59 members, 2 guests

Sign-in blocked
4
1 still licensed

Report to a blocked manager
1
Enabled accounts whose manager can't sign in

Members with no manager
2
Enabled members with no manager set

Every account 6

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.williams@fabrikam.example	Arthur Williams	Member	Allowed	Marketing	Marketing executive	Aaron Smith	Microsoft 365 Business Premium	Cloud	4 Feb 2024	29 Nov 2026
ella.hughes@fabrikam.example	Ella Hughes	Member	Allowed	Marketing	Marketing executive	Aaron Smith	Microsoft 365 Business Premium	Cloud	18 Sep 2025	29 Nov 2026
isla.scott@fabrikam.example	Isla Scott	Member	Allowed	Marketing	Marketing executive	Aaron Smith	Microsoft 365 Business Premium	Cloud	26 Nov 2024	29 Nov 2026
lily.khan@fabrikam.example	Lily Khan	Member	Allowed	Marketing	Marketing executive	Aaron Smith	Microsoft 365 Business Basic	Cloud	14 Apr 2023	28 Nov 2026
olivia.taylor@fabrikam.example	Olivia Taylor	Member	Allowed	Marketing	Marketing executive	Aaron Smith	Microsoft 365 Business Premium	Cloud	22 Jun 2022	23 Nov 2026
owen.robinson@fabrikam.example	Owen Robinson	Member	Allowed	Marketing	Marketing executive	Aaron Smith	Microsoft 365 Business Premium	Cloud	24 Nov 2026	29 Nov 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	Direct reports	Reports
Medium	ben.okafor@fabrikam.example	Ben Okafor	Blocked	1	Anna Kowalski
	aaron.smith@fabrikam.example	Aaron Smith	Allowed	6	Arthur Williams, Ella Hughes, Isla Scott, Lily Khan, Olivia Taylor, Owen Robinson
	aisha.brown@fabrikam.example	Aisha Brown	Allowed	6	Amelia Khan, Arthur Lee, Chloe Jackson, Henry Roberts, Owen Scott, Thomas Allen
	anna.kowalski@fabrikam.example	Anna Kowalski	Allowed	8	Aaron Smith, Aisha Brown, Jack Lee, Noah Wood, Rhys Walker, Ruby Clark, Thomas Robinson, Zara Edwards
	jack.lee@fabrikam.example	Jack Lee	Allowed	6	Ava Moore, Ethan Jones, Freya Evans, George Walker, Lily White, Oscar Smith
	noah.wood@fabrikam.example	Noah Wood	Allowed	5	Callum Turner, Jack Roberts, Jack Ward, Leo Harrison, Owen Smith
	rhys.walker@fabrikam.example	Rhys Walker	Allowed	5	Ava Jackson, Owen Turner, Priya Williams, Rhys Scott, William Lewis
	ruby.clark@fabrikam.example	Ruby Clark	Allowed	5	Amelia Jackson, Owen Khan, Owen Patel, Ruby Davies, William Wood
	thomas.robinson@fabrikam.example	Thomas Robinson	Allowed	5	George Baker, Noah Harris, Rhys Hall, Ruby Wood, Thomas Johnson
	zara.edwards@fabrikam.example	Zara Edwards	Allowed	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

Department	Members	Sign-in allowed	Licensed	No manager
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, 18:57 UTC.