ALL USERS

Fabrikam Dental Group

Harbour IT

PREPARED BY
Harbour IT

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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: 5 of 61 rows, Manager is Thomas Robinson, 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 5

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	Licences	Source	Created	Last sign-in
george.baker@fabrikam.example	George Baker	Member	Allowed	Reception	Receptionist	Microsoft 365 Business Premium	Cloud	1 Jul 2024	26 Nov 2026
noah.harris@fabrikam.example	Noah Harris	Member	Allowed	Reception	Receptionist	Microsoft 365 Business Premium	Cloud	9 Sep 2023	17 Nov 2026
rhys.hall@fabrikam.example	Rhys Hall	Member	Allowed	Reception	Receptionist	Microsoft 365 Business Basic	Cloud	23 Apr 2025	29 Nov 2026
ruby.wood@fabrikam.example	Ruby Wood	Member	Allowed	Reception	Receptionist	Microsoft 365 Business Premium	Cloud	17 Nov 2022	29 Nov 2026
thomas.johnson@fabrikam.example	Thomas Johnson	Member	Allowed	Reception	Receptionist	Microsoft 365 Business Premium	Cloud	25 Jan 2022	27 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	Department	Direct reports	Reports
Medium	ben.okafor@fabrikam.example	Ben Okafor	Blocked	–	1	Anna Kowalski
	aaron.smith@fabrikam.example	Aaron Smith	Allowed	Marketing	6	Arthur Williams, Ella Hughes, Isla Scott, Lily Khan, Olivia Taylor, Owen Robinson
	aisha.brown@fabrikam.example	Aisha Brown	Allowed	Operations	6	Amelia Khan, Arthur Lee, Chloe Jackson, Henry Roberts, Owen Scott, Thomas Allen
	anna.kowalski@fabrikam.example	Anna Kowalski	Allowed	Sales	8	Aaron Smith, Aisha Brown, Jack Lee, Noah Wood, Rhys Walker, Ruby Clark, Thomas Robinson, Zara Edwards
	jack.lee@fabrikam.example	Jack Lee	Allowed	Sales	6	Ava Moore, Ethan Jones, Freya Evans, George Walker, Lily White, Oscar Smith
	noah.wood@fabrikam.example	Noah Wood	Allowed	HR	5	Callum Turner, Jack Roberts, Jack Ward, Leo Harrison, Owen Smith
	rhys.walker@fabrikam.example	Rhys Walker	Allowed	Customer Service	5	Ava Jackson, Owen Turner, Priya Williams, Rhys Scott, William Lewis
	ruby.clark@fabrikam.example	Ruby Clark	Allowed	Projects	5	Amelia Jackson, Owen Khan, Owen Patel, Ruby Davies, William Wood
	thomas.robinson@fabrikam.example	Thomas Robinson	Allowed	Reception	5	George Baker, Noah Harris, Rhys Hall, Ruby Wood, Thomas Johnson
	zara.edwards@fabrikam.example	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

Department	Members	Sign-in allowed	Licensed	No manager
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.

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