

ALL USERS

# Fabrikam Dental Group



|             |             |                        |                          |
|-------------|-------------|------------------------|--------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT     |
| Harbour IT  | 13 Oct 2026 | 13 Oct 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. Managers: 1 of 10 rows, Department is Operations. 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 56 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 |
|------|------------------------------|-------------|--------|---------|------------|-------------------|---------------|--------------------------------|--------|-------------|--------------|
|      | aaron.smith@fabrikam.example | Aaron Smith | Member | Allowed | Marketing  | Head of Marketing | Anna Kowalski | Microsoft 365 Business Premium | Cloud  | 25 May 2026 | 23 Apr 2026  |
|      |                              |             |        |         |            |                   |               |                                |        |             |              |

| Flag     | Account                          | Name            | Type   | Sign-in | Department       | Job title                | Manager       | Licences                       | Source | Created     | Last sign-in |
|----------|----------------------------------|-----------------|--------|---------|------------------|--------------------------|---------------|--------------------------------|--------|-------------|--------------|
|          | aisha.brown@fabrikam.example     | Aisha Brown     | Member | Allowed | Operations       | Head of Operations       | Anna Kowalski | Microsoft 365 Business Premium | Cloud  | 7 Aug 2026  | 8 Mar 2026   |
|          | amelia.jackson@fabrikam.example  | Amelia Jackson  | Member | Allowed | Projects         | Project manager          | Ruby Clark    | Microsoft 365 Business Premium | Cloud  | 13 Apr 2025 | 13 Oct 2026  |
|          | amelia.khan@fabrikam.example     | Amelia Khan     | Member | Allowed | Operations       | Operations coordinator   | Aisha Brown   | Microsoft 365 Business Premium | Cloud  | 11 May 2023 | 12 Oct 2026  |
| ● Medium | anna.kowalski@fabrikam.example   | Anna Kowalski   | Member | Allowed | Sales            | Sales lead               | Ben Okafor    | Microsoft 365 Business Premium | Cloud  | –           | 30 Sep 2026  |
|          | arthur.lee@fabrikam.example      | Arthur Lee      | Member | Allowed | Operations       | Operations coordinator   | Aisha Brown   | Microsoft 365 Business Basic   | Cloud  | 2 Mar 2024  | 10 Oct 2026  |
|          | arthur.williams@fabrikam.example | Arthur Williams | Member | Allowed | Marketing        | Marketing executive      | Aaron Smith   | Microsoft 365 Business Premium | Cloud  | 19 Dec 2023 | 12 Oct 2026  |
|          | ava.jackson@fabrikam.example     | Ava Jackson     | Member | Allowed | Customer Service | Customer service adviser | Rhys Walker   | Microsoft 365 Business Premium | Cloud  | 12 Nov 2023 | 9 Oct 2026   |
|          | ava.moore@fabrikam.example       | Ava Moore       | Member | Allowed | Sales            | Account manager          | Jack Lee      | Microsoft 365 Business Premium | Cloud  | 16 Nov 2024 | 10 Oct 2026  |
|          |                                  |                 |        |         |                  |                          |               |                                |        |             |              |

| Flag | Account                        | Name             | Type   | Sign-in | Department | Job title              | Manager      | Licences                       | Source | Created     | Last sign-in |
|------|--------------------------------|------------------|--------|---------|------------|------------------------|--------------|--------------------------------|--------|-------------|--------------|
|      | ava.thomas@fabrikam.example    | Ava Thomas       | Member | Allowed | Finance    | Accountant             | Zara Edwards | Microsoft 365 Business Premium | Cloud  | 21 Nov 2025 | 6 Oct 2026   |
|      | ben.okafor@fabrikam.example    | Ben Okafor       | Member | Blocked | –          | –                      | –            | Microsoft 365 Business Premium | Cloud  | –           | Never        |
|      | callum.turner@fabrikam.example | Callum Turner    | Member | Allowed | HR         | HR adviser             | Noah Wood    | Microsoft 365 Business Premium | Cloud  | 14 Dec 2022 | 13 Oct 2026  |
|      | chloe.jackson@fabrikam.example | Chloe Jackson    | Member | Allowed | Operations | Operations coordinator | Aisha Brown  | Microsoft 365 Business Premium | Cloud  | 26 Sep 2021 | 10 Oct 2026  |
|      | ella.evans@fabrikam.example    | Ella Evans       | Member | Allowed | Finance    | Accountant             | Zara Edwards | Microsoft 365 Business Premium | Cloud  | 2 Nov 2021  | 10 Oct 2026  |
|      | ella.hughes@fabrikam.example   | Ella Hughes      | Member | Allowed | Marketing  | Marketing executive    | Aaron Smith  | Microsoft 365 Business Premium | Cloud  | 2 Aug 2025  | 12 Oct 2026  |
|      | breakglass@fabrikam.example    | Emergency access | Member | Allowed | –          | –                      | –            | –                              | Cloud  | 4 Mar 2024  | 1 Oct 2026   |
|      | ethan.jones@fabrikam.example   | Ethan Jones      | Member | Allowed | Sales      | Account manager        | Jack Lee     | Microsoft 365 Business Premium | Cloud  | 4 Apr 2023  | 30 Sep 2026  |
|      |                                |                  |        |         |            |                        |              |                                |        |             |              |

| Flag | Account                          | Name            | Type   | Sign-in | Department | Job title              | Manager         | Licences                       | Source | Created     | Last sign-in |
|------|----------------------------------|-----------------|--------|---------|------------|------------------------|-----------------|--------------------------------|--------|-------------|--------------|
|      | freya.evans@fabrikam.example     | Freya Evans     | Member | Allowed | Sales      | Account manager        | Jack Lee        | Microsoft 365 Business Premium | Cloud  | 25 Jan 2024 | 1 Oct 2026   |
|      | george.baker@fabrikam.example    | George Baker    | Member | Allowed | Reception  | Receptionist           | Thomas Robinson | Microsoft 365 Business Premium | Cloud  | 15 May 2024 | 10 Oct 2026  |
|      | george.walker@fabrikam.example   | George Walker   | Member | Allowed | Sales      | Account manager        | Jack Lee        | Microsoft 365 Business Basic   | Cloud  | 8 Sep 2025  | 11 Oct 2026  |
|      | george.williams@fabrikam.example | George Williams | Member | Allowed | Finance    | Accountant             | Zara Edwards    | Microsoft 365 Business Premium | Cloud  | 29 Jan 2025 | 11 Oct 2026  |
|      | henry.roberts@fabrikam.example   | Henry Roberts   | Member | Allowed | Operations | Operations coordinator | Aisha Brown     | Microsoft 365 Business Premium | Cloud  | 19 Jul 2022 | 6 Oct 2026   |
|      | isla.scott@fabrikam.example      | Isla Scott      | Member | Allowed | Marketing  | Marketing executive    | Aaron Smith     | Microsoft 365 Business Premium | Cloud  | 10 Oct 2024 | 13 Oct 2026  |
|      | jack.lee@fabrikam.example        | Jack Lee        | Member | Allowed | Sales      | Head of Sales          | Anna Kowalski   | Microsoft 365 Business Premium | Cloud  | 1 Jul 2026  | 4 Jun 2026   |
|      | jack.roberts@fabrikam.example    | Jack Roberts    | Member | Allowed | HR         | HR adviser             | Noah Wood       | Microsoft 365 Business Basic   | Cloud  | 21 Feb 2022 | 12 Oct 2026  |
|      |                                  |                 |        |         |            |                        |                 |                                |        |             |              |

| Flag | Account                       | Name         | Type   | Sign-in | Department | Job title           | Manager         | Licences                       | Source | Created     | Last sign-in |
|------|-------------------------------|--------------|--------|---------|------------|---------------------|-----------------|--------------------------------|--------|-------------|--------------|
|      | jack.ward@fabrikam.example    | Jack Ward    | Member | Allowed | HR         | HR adviser          | Noah Wood       | Microsoft 365 Business Premium | Cloud  | 6 Oct 2023  | 12 Oct 2026  |
|      | leo.harrison@fabrikam.example | Leo Harrison | Member | Allowed | HR         | HR adviser          | Noah Wood       | Microsoft 365 Business Premium | Cloud  | 28 Jul 2024 | 9 Oct 2026   |
|      | lily.khan@fabrikam.example    | Lily Khan    | Member | Allowed | Marketing  | Marketing executive | Aaron Smith     | Microsoft 365 Business Basic   | Cloud  | 26 Feb 2023 | 12 Oct 2026  |
|      | lily.watson@fabrikam.example  | Lily Watson  | Member | Allowed | Finance    | Accountant          | Zara Edwards    | Microsoft 365 Business Basic   | Cloud  | 25 Aug 2022 | 12 Oct 2026  |
|      | lily.white@fabrikam.example   | Lily White   | Member | Allowed | Sales      | Account manager     | Jack Lee        | Microsoft 365 Business Premium | Cloud  | 12 Jun 2022 | 12 Oct 2026  |
|      | megan.green@fabrikam.example  | Megan Green  | Member | Allowed | Finance    | Accountant          | Zara Edwards    | Microsoft 365 Business Premium | Cloud  | 17 Jun 2023 | 13 Oct 2026  |
|      | megan.king@fabrikam.example   | Megan King   | Member | Allowed | Finance    | Accountant          | Zara Edwards    | Microsoft 365 Business Premium | Cloud  | 8 Apr 2024  | 12 Oct 2026  |
|      | noah.harris@fabrikam.example  | Noah Harris  | Member | Allowed | Reception  | Receptionist        | Thomas Robinson | Microsoft 365 Business Premium | Cloud  | 24 Jul 2023 | 30 Sep 2026  |
|      |                               |              |        |         |            |                     |                 |                                |        |             |              |

| Flag | Account                        | Name          | Type   | Sign-in | Department | Job title              | Manager       | Licences                       | Source | Created     | Last sign-in |
|------|--------------------------------|---------------|--------|---------|------------|------------------------|---------------|--------------------------------|--------|-------------|--------------|
|      | noah.wood@fabrikam.example     | Noah Wood     | Member | Allowed | HR         | Head of HR             | Anna Kowalski | Microsoft 365 Business Basic   | Cloud  | 12 Mar 2026 | 8 Feb 2026   |
|      | olivia.taylor@fabrikam.example | Olivia Taylor | Member | Allowed | Marketing  | Marketing executive    | Aaron Smith   | Microsoft 365 Business Premium | Cloud  | 6 May 2022  | 6 Oct 2026   |
|      | oscar.smith@fabrikam.example   | Oscar Smith   | Member | Allowed | Sales      | Account manager        | Jack Lee      | Microsoft 365 Business Basic   | Cloud  | 20 Aug 2021 | 13 Oct 2026  |
|      | owen.khan@fabrikam.example     | Owen Khan     | Member | Allowed | Projects   | Project manager        | Ruby Clark    | Microsoft 365 Business Basic   | Cloud  | 30 Aug 2023 | 11 Oct 2026  |
|      | owen.patel@fabrikam.example    | Owen Patel    | Member | Allowed | Projects   | Project manager        | Ruby Clark    | Microsoft 365 Business Premium | Cloud  | 15 Jan 2022 | 9 Oct 2026   |
|      | owen.robinson@fabrikam.example | Owen Robinson | Member | Allowed | Marketing  | Marketing executive    | Aaron Smith   | Microsoft 365 Business Premium | Cloud  | 14 Jul 2021 | 12 Oct 2026  |
|      | owen.scott@fabrikam.example    | Owen Scott    | Member | Allowed | Operations | Operations coordinator | Aisha Brown   | Microsoft 365 Business Premium | Cloud  | 23 Dec 2024 | 12 Oct 2026  |
|      | owen.smith@fabrikam.example    | Owen Smith    | Member | Allowed | HR         | HR adviser             | Noah Wood     | Microsoft 365 Business Premium | Cloud  | 20 May 2025 | 13 Oct 2026  |
|      |                                |               |        |         |            |                        |               |                                |        |             |              |

| Flag | Account                         | Name           | Type   | Sign-in | Department       | Job title                | Manager         | Licences                       | Source | Created     | Last sign-in |
|------|---------------------------------|----------------|--------|---------|------------------|--------------------------|-----------------|--------------------------------|--------|-------------|--------------|
|      | owen.turner@fabrikam.example    | Owen Turner    | Member | Allowed | Customer Service | Customer service adviser | Rhys Walker     | Microsoft 365 Business Premium | Cloud  | 30 Mar 2022 | 12 Oct 2026  |
|      | priya.williams@fabrikam.example | Priya Williams | Member | Allowed | Customer Service | Customer service adviser | Rhys Walker     | Microsoft 365 Business Basic   | Cloud  | 3 Sep 2024  | 11 Oct 2026  |
|      | rhys.hall@fabrikam.example      | Rhys Hall      | Member | Allowed | Reception        | Receptionist             | Thomas Robinson | Microsoft 365 Business Basic   | Cloud  | 7 Mar 2025  | 12 Oct 2026  |
|      | rhys.scott@fabrikam.example     | Rhys Scott     | Member | Allowed | Customer Service | Customer service adviser | Rhys Walker     | Microsoft 365 Business Premium | Cloud  | 20 Jan 2023 | 13 Oct 2026  |
|      | rhys.walker@fabrikam.example    | Rhys Walker    | Member | Allowed | Customer Service | Head of Customer Service | Anna Kowalski   | Microsoft 365 Business Premium | Cloud  | 18 Apr 2026 | 6 Jun 2026   |
|      | ruby.clark@fabrikam.example     | Ruby Clark     | Member | Allowed | Projects         | Head of Projects         | Anna Kowalski   | Microsoft 365 Business Premium | Cloud  | 3 Feb 2026  | 10 Oct 2026  |
|      | ruby.davies@fabrikam.example    | Ruby Davies    | Member | Allowed | Projects         | Project manager          | Ruby Clark      | Microsoft 365 Business Premium | Cloud  | 7 Nov 2022  | 13 Oct 2026  |
|      | ruby.wood@fabrikam.example      | Ruby Wood      | Member | Allowed | Reception        | Receptionist             | Thomas Robinson | Microsoft 365 Business Premium | Cloud  | 1 Oct 2022  | 12 Oct 2026  |
|      |                                 |                |        |         |                  |                          |                 |                                |        |             |              |

| Flag | Account                          | Name               | Type   | Sign-in | Department       | Job title                | Manager         | Licences                       | Source | Created     | Last sign-in |
|------|----------------------------------|--------------------|--------|---------|------------------|--------------------------|-----------------|--------------------------------|--------|-------------|--------------|
|      | g#EXT#@fabrikam.example          | Sam Carter (guest) | Guest  | Allowed | –                | –                        | –               | –                              | Cloud  | –           | Never        |
|      | thomas.allen@fabrikam.example    | Thomas Allen       | Member | Allowed | Operations       | Operations coordinator   | Aisha Brown     | Microsoft 365 Business Premium | Cloud  | 15 Oct 2025 | 6 Oct 2026   |
|      | thomas.johnson@fabrikam.example  | Thomas Johnson     | Member | Allowed | Reception        | Receptionist             | Thomas Robinson | Microsoft 365 Business Premium | Cloud  | 9 Dec 2021  | 10 Oct 2026  |
|      | thomas.robinson@fabrikam.example | Thomas Robinson    | Member | Allowed | Reception        | Head of Reception        | Anna Kowalski   | Microsoft 365 Business Premium | Cloud  | 28 Dec 2025 | 13 Oct 2026  |
|      | william.lewis@fabrikam.example   | William Lewis      | Member | Allowed | Customer Service | Customer service adviser | Rhys Walker     | Microsoft 365 Business Premium | Cloud  | 26 Jun 2025 | 9 Oct 2026   |
|      | william.wood@fabrikam.example    | William Wood       | Member | Allowed | Projects         | Project manager          | Ruby Clark      | Microsoft 365 Business Premium | Cloud  | 21 Jun 2024 | 10 Oct 2026  |
|      | zara.edwards@fabrikam.example    | Zara Edwards       | Member | Allowed | Finance          | Head of Finance          | Anna Kowalski   | Microsoft 365 Business Basic   | Cloud  | 13 Sep 2026 | 9 Jul 2026   |

Managers 1

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).

| Manager                      | Name        | Sign-in | Department | Direct reports | Reports                                                                         |
|------------------------------|-------------|---------|------------|----------------|---------------------------------------------------------------------------------|
| aisha.brown@fabrikam.example | Aisha Brown | Allowed | Operations | 6              | Amelia Khan, Arthur Lee, Chloe Jackson, Henry Roberts, Owen Scott, Thomas Allen |

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          |

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 13 Oct 2026, 04:00 UTC.