ALL USERS

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 10:48 UTC	contoso.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 28 rows, Created: in the last 30 days. 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
28	**4**	**1**	**2**
24 members, 4 guests	1 still licensed	Enabled accounts whose manager can't sign in	Enabled members with no manager set

Every account 2

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
priya.hughes@contoso.example	Priya Hughes	Member	Allowed	Reception	Receptionist	Oliver Hill	Microsoft 365 Business Basic, Microsoft Entra ID P2	Cloud	24 Nov 2026	29 Nov 2026
william.allen@contoso.example	William Allen	Member	Allowed	Finance	Accountant	Joseph Morris	Microsoft 365 Business Premium, Microsoft Entra ID P2	Cloud	15 Nov 2026	29 Nov 2026

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	Name	Sign-in	Department	Reports
Medium	bobby.marsh@contoso.example	Bobby Marsh	Blocked	–	Annabel Fraser

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	2	2	2	0
Finance	3	3	3	0
HR	2	2	2	0
Marketing	2	2	2	0
Operations	2	2	2	0
Projects	2	2	2	0
Reception	2	2	2	0
Sales	3	3	3	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, 10:48 UTC.