FILE AND FOLDER PERMISSIONS: ACCESS BY PERSON

All clients

Harbour IT

PREPARED BY
Harbour IT

DATE
29 Nov 2026

CLIENTS
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Who can open each shared file or folder, how they got access, who shared it and when links expire.

Access by person 17 4 to review

Everyone with item-level access, outside people first, with how many files and folders each can open and how many of those they can edit. Someone who's left or a guest whose work is done shouldn't still be here.

Item-level access by type of person



Flag	Client	Person or group	Type	Files and folders	Of them, can edit	Where
Low	Contoso Legal LLP	accounts@hartleyandco.example	Guest or outside address	1	0	Clients / Documents
Low	Contoso Legal LLP	j.hartley@hartleyandco.example	Guest or outside address	1	0	Clients / Documents
Medium	Contoso Legal LLP	partner@mason-legal.example	Guest or outside address	1	1	Clients / Documents
	Contoso Legal LLP	carol.bennett@contoso.example	Member	1	1	Clients / Documents
	Contoso Legal LLP	dan.redford@contoso.example	Member	1	0	Operations / Documents
	Contoso Legal LLP	erin.gallagher@contoso.example	Member	1	1	Clients / Documents
	Contoso Legal LLP	mallory.hart@contoso.example	Member	1	0	Operations / Documents
Medium	Fabrikam Dental Group	accountant@hargreaves-partners.example	Guest or outside address	1	1	Finance / Documents
Medium	Fabrikam Dental Group	orders@dentallab.example	Guest or outside address	1	1	Patient Records / Documents

Flag	Client	Person or group	Type	Files and folders	Of them, can edit	Where
Low	Fabrikam Dental Group	referrals@cityhospital.example	Guest or outside address	1	0	Patient Records / Documents
Low	Northwind Traders	accounts@hartleyandco.example	Guest or outside address	1	0	Clients / Documents
Low	Northwind Traders	j.hartley@hartleyandco.example	Guest or outside address	1	0	Clients / Documents
Medium	Northwind Traders	partner@mason-legal.example	Guest or outside address	1	1	Clients / Documents
	Northwind Traders	carol.mendes@northwindtraders.example	Member	1	1	Clients / Documents
	Northwind Traders	dan.whitaker@northwindtraders.example	Member	1	0	Operations / Documents
	Northwind Traders	erin.oneill@northwindtraders.example	Member	1	1	Clients / Documents
	Northwind Traders	mallory.price@northwindtraders.example	Member	1	0	Operations / Documents

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