

All clients

PREPARED BY

Harbour IT

DATE

14 Oct 2026

DATA COLLECTED

14 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT

3 clients

What fills the tenant's SharePoint storage and what to clean up: sites, folders, large and old files, version history and recycle bins.

Filtered view. Largest files: 11 of 300 rows, Location is Practice Management / Documents, 1 column hidden. The headline figures cover every row.

Largest files 11

Size includes older versions.

Client	File	Location	Older versions	Version	Last change	Changed by
Fabrikam Dental Group	Practice database backup.bak	Practice Management / Documents	None	1	16 Jul 2024	anna.kowalski@fabrikam.example
Fabrikam Dental Group	Rotas/Rotas archive.zip	Practice Management / Documents	None	1	27 Apr 2024	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Appointment book.xlsx	Practice Management / Documents	9.6 GB	1184	14 Oct 2026	carl.svensson@fabrikam.example
Fabrikam Dental Group	Rotas/Export 2024-12.zip	Practice Management / Documents	358.9 MB	3	11 Oct 2026	carl.svensson@fabrikam.example
Fabrikam Dental Group	Rotas/Recording 2023-11.mp4	Practice Management / Documents	340.2 MB	2	13 Sep 2025	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Rotas/Photos 2022-10.zip	Practice Management / Documents	321.6 MB	6	15 Jul 2025	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Rotas/Scans 2021-09.zip	Practice Management / Documents	302.9 MB	5	7 Oct 2025	carl.svensson@fabrikam.example
Fabrikam Dental Group	Rotas/Rotas export.pst	Practice Management / Documents	None	1	10 Oct 2023	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Rotas/Export 2020-08.zip	Practice Management / Documents	284.3 MB	4	15 Nov 2023	anna.kowalski@fabrikam.example
Fabrikam Dental Group	Rotas/Recording 2019-07.mp4	Practice Management / Documents	265.6 MB	3	26 Jan 2023	anna.kowalski@fabrikam.example
Fabrikam Dental Group	Policies/Export 2024-12.zip	Practice Management / Documents	260.9 MB	3	25 Dec 2023	evelyn.shaw@fabrikam.example

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 14 Oct 2026, 04:00 UTC.