

# Northwind Traders



|             |             |                        |                                  |
|-------------|-------------|------------------------|----------------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT             |
| Harbour IT  | 12 Oct 2026 | 12 Oct 2026, 06:36 UTC | northwindtraders.onmicrosoft.com |

Who owns, administers and can reach each SharePoint site: ownerless sites, guests, and sites open to everyone in the organisation.

**Filtered view.** Access by site: 6 of 28 rows, Flag is Low. The headline figures cover every row.

|                                                                                 |                                                                                      |                                                                  |                                                                                                                    |                                                                 |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <div>Sites with no owner</div> <div>1</div> <div>Nobody enabled owns them</div> | <div>One owner only</div> <div>2</div> <div>A leaver would leave them orphaned</div> | <div>Guests with access</div> <div>3</div> <div>On 2 sites</div> | <div>Open to everyone in the organisation</div> <div>1</div> <div>Everyone or Everyone except external users</div> | <div>Sites</div> <div>5</div> <div>Not counting OneDrives</div> |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|

**Not checked.** Members of SharePoint groups on 1 site with no Microsoft 365 group aren't listed here; those sites show their site administrators and what the default library grants. The Site permissions report lists every SharePoint group and its members.

Sites needing an owner 3 1 to review

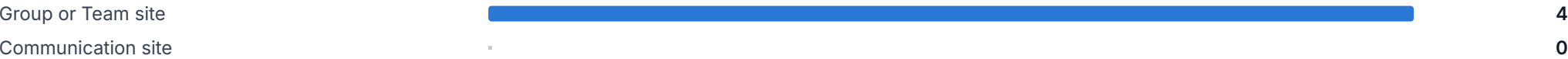
A site with no enabled owner has nobody to approve access or answer for its content; one owner is one leaver away from that. Owners are the Microsoft 365 group's owners, or the site administrators of a site with no group.

| Flag   | Site           | Type               | Problem   | Owners                   | Admins          | Last activity |
|--------|----------------|--------------------|-----------|--------------------------|-----------------|---------------|
| ● High | Marketing      | Group or Team site | No owner  | Robert Hughes (disabled) | Robert Hughes   | 12 Oct 2026   |
| ● Low  | Operations     | Group or Team site | One owner | Hannah Robinson          | Hannah Robinson | 8 Oct 2026    |
| ● Low  | Staff Intranet | Communication site | One owner | Ann Patel                | Ann Patel       | 10 Oct 2026   |

Who can access each site 5

Each site's owners, site administrators, how many people are in its group, which guests have access and whether everyone in the organisation can open it.

Guests by site type



| Flag  | Site           | Type               | Owners                   | Admins                   | Members           | Guests | Everyone in the organisation | External sharing on | Last activity |
|-------|----------------|--------------------|--------------------------|--------------------------|-------------------|--------|------------------------------|---------------------|---------------|
| ● Low | Clients        | Group or Team site | Ann Patel, Grace Taylor  | Ann Patel, Grace Taylor  | 11                | 3      | No                           | Yes                 | 12 Oct 2026   |
| ● Low | Finance        | Group or Team site | Ann Patel, Thomas Clarke | Ann Patel, Thomas Clarke | 15                | 1      | No                           | Yes                 | 12 Oct 2026   |
|       | Marketing      | Group or Team site | Robert Hughes (disabled) | Robert Hughes            | 12                | 0      | No                           | Yes                 | 12 Oct 2026   |
|       | Operations     | Group or Team site | Hannah Robinson          | Hannah Robinson          | 11                | 0      | No                           | No                  | 8 Oct 2026    |
|       | Staff Intranet | Communication site | Ann Patel                | Ann Patel                | 5 people recorded | 0      | Yes                          | No                  | 10 Oct 2026   |

## Access by site 6

What each site grants and to whom: the Microsoft 365 group's owners and members, what the default document library gives to site groups, groups and people, and guests given access on the site.

| Flag  | Site    | Who                                     | How                 | Can                      | Outside the organisation |
|-------|---------|-----------------------------------------|---------------------|--------------------------|--------------------------|
| ● Low | Clients | Members of Clients: 11 people, 3 guests | Microsoft 365 group | Edit                     | Yes                      |
| ● Low | Clients | d.mason@mason-legal.example             | Guest               | View                     | Yes                      |
| ● Low | Clients | accounts@hollis-partners.example        | Guest               | Given access on the site | Yes                      |
| ● Low | Clients | j.okafor@brightpath-consulting.example  | Guest               | Given access on the site | Yes                      |
| ● Low | Finance | Members of Finance: 15 people, 1 guest  | Microsoft 365 group | Edit                     | Yes                      |
| ● Low | Finance | accounts@hollis-partners.example        | Guest               | Given access on the site | Yes                      |

## Guests and the sites they can reach 3

Every outside account with access to a site, through the site's group or by being given access to the site, a library or a folder. Check each one still needs it.

| Flag  | Guest                                  | Sites | Which sites      | How                        |
|-------|----------------------------------------|-------|------------------|----------------------------|
| ● Low | accounts@hollis-partners.example       | 2     | Clients, Finance | Member of the site's group |
| ● Low | d.mason@mason-legal.example            | 1     | Clients          | Member of the site's group |
| ● Low | j.okafor@brightpath-consulting.example | 1     | Clients          | Member of the site's group |

Site administrators 5

Site collection administrators have full control of everything on the site, whatever its groups say. People who administer many sites are usually IT staff; check anyone else.

| Person                                   | Sites | Which sites                      |
|------------------------------------------|-------|----------------------------------|
| ann.patel@northwindtraders.example       | 3     | Clients, Finance, Staff Intranet |
| grace.taylor@northwindtraders.example    | 1     | Clients                          |
| hannah.robinson@northwindtraders.example | 1     | Operations                       |
| robert.hughes@northwindtraders.example   | 1     | Marketing                        |
| thomas.clarke@northwindtraders.example   | 1     | Finance                          |

Read 5 sites' user lists and default libraries. Sites appear here once the nightly collection has read them; OneDrives are in the OneDrive report.

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 12 Oct 2026, 06:36 UTC.