SITE ACCESS

Northwind Traders

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 18:57 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. Sites needing an owner: 3 of 3 rows, 1 column hidden. Access by site: 5 of 25 rows, Site is Operations. The headline figures cover every row.

Sites with no owner
1
Nobody enabled owns them

One owner only
2
A leaver would leave them orphaned

Guests with access
3
On 2 sites

Open to everyone in the organisation
1
Everyone or Everyone except external users

Sites
5
Not counting OneDrives

Sites needing an owner 3 1 to review

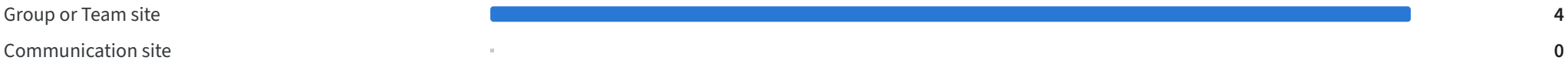
A site with no enabled owner has nobody to approve access or answer for its content; one owner is one leaver away from that. Owners are the Microsoft 365 group's owners, or for a site with no group its site administrators and the people in its owners group.

Flag	Site	Type	Owners	Admins	Last activity
High	Marketing	Group or Team site	Robert Hughes (disabled)	Robert Hughes	29 Nov 2026
Low	Operations	Group or Team site	Hannah Robinson	Hannah Robinson	25 Nov 2026
Low	Staff Intranet	Communication site	Ann Patel	Ann Patel	27 Nov 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	29 Nov 2026
Low	Finance	Group or Team site	Ann Patel, Thomas Clarke	Ann Patel, Thomas Clarke	15	1	No	Yes	29 Nov 2026
	Marketing	Group or Team site	Robert Hughes (disabled)	Robert Hughes	12	0	No	Yes	29 Nov 2026
	Operations	Group or Team site	Hannah Robinson	Hannah Robinson	11	0	No	No	25 Nov 2026
	Staff Intranet	Communication site	Ann Patel	Ann Patel	5 people recorded	0	Yes	No	27 Nov 2026

Access by site 5

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. Full control, Edit and View are the owner, member and visitor access Microsoft reports; the Site permissions report shows SharePoint's own permission levels (Full Control, Edit, Read).

Site	Who	How	Can	Outside the organisation
Operations	Owners of Operations: Hannah Robinson	Microsoft 365 group	Full control	No
Operations	Members of Operations: 11 people	Microsoft 365 group	Edit	No
Operations	Operations Owners	Site owners group	Full control	No
Operations	Operations Members	Site members group	Edit	No
Operations	Operations Visitors	Site visitors group	View	No

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	Given access on the site
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 29 Nov 2026, 18:57 UTC.