

Northwind Traders



PREPARED BY
Harbour IT

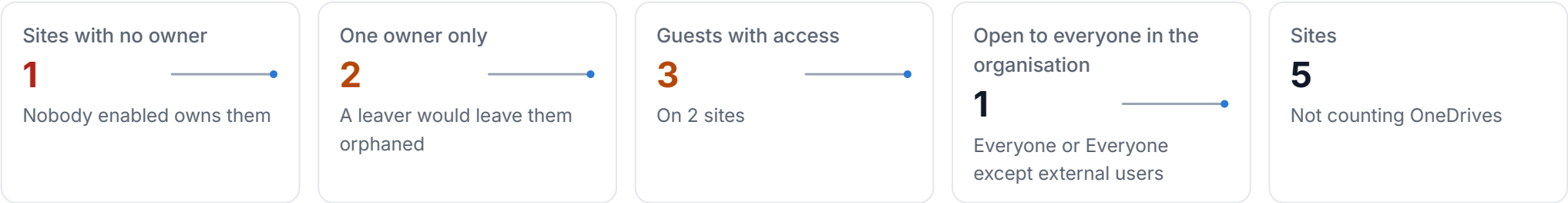
DATE
14 Oct 2026

DATA COLLECTED
14 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT
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. Site administrators: 5 of 5 rows, 1 column hidden. The headline figures cover every row.



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	Problem	Owners	Admins	Last activity
● High	Marketing	Group or Team site	No owner	Robert Hughes (disabled)	Robert Hughes	14 Oct 2026
● Low	Operations	Group or Team site	One owner	Hannah Robinson	Hannah Robinson	10 Oct 2026
● Low	Staff Intranet	Communication site	One owner	Ann Patel	Ann Patel	12 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

Group or Team site		4
Communication site		0

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	14 Oct 2026
● Low	Finance	Group or Team site	Ann Patel, Thomas Clarke	Ann Patel, Thomas Clarke	15	1	No	Yes	14 Oct 2026
	Marketing	Group or Team site	Robert Hughes (disabled)	Robert Hughes	12	0	No	Yes	14 Oct 2026
	Operations	Group or Team site	Hannah Robinson	Hannah Robinson	11	0	No	No	10 Oct 2026
	Staff Intranet	Communication site	Ann Patel	Ann Patel	5 people recorded	0	Yes	No	12 Oct 2026

Access by site 28

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
	Clients	Owners of Clients: Ann Patel, Grace Taylor	Microsoft 365 group	Full control	No
● Low	Clients	Members of Clients: 11 people, 3 guests	Microsoft 365 group	Edit	Yes
	Clients	Clients Owners	Site owners group	Full control	No

Flag	Site	Who	How	Can	Outside the organisation
	Clients	Clients Members	Site members group	Edit	No
	Clients	Clients Visitors	Site visitors group	View	No
● 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
	Finance	Owners of Finance: Ann Patel, Thomas Clarke	Microsoft 365 group	Full control	No
● Low	Finance	Members of Finance: 15 people, 1 guest	Microsoft 365 group	Edit	Yes
	Finance	Finance Owners	Site owners group	Full control	No
	Finance	Finance Members	Site members group	Edit	No
	Finance	Finance Visitors	Site visitors group	View	No
● Low	Finance	accounts@hollis-partners.example	Guest	Given access on the site	Yes
	Marketing	Owners of Marketing: Robert Hughes (disabled)	Microsoft 365 group	Full control	No
	Marketing	Members of Marketing: 12 people	Microsoft 365 group	Edit	No
	Marketing	Marketing Owners	Site owners group	Full control	No
	Marketing	Marketing Members	Site members group	Edit	No
	Marketing	Marketing Visitors	Site visitors group	View	No
	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
	Staff Intranet	Staff Intranet Owners	Site owners group	Full control	No
	Staff Intranet	Staff Intranet Members	Site members group	Edit	No

Flag	Site	Who	How	Can	Outside the organisation
	Staff Intranet	Staff Intranet Visitors	Site visitors group	View	No
	Staff Intranet	Everyone in the organisation	Everyone	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	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	Which sites
ann.patel@northwindtraders.example	Clients, Finance, Staff Intranet
grace.taylor@northwindtraders.example	Clients
hannah.robinson@northwindtraders.example	Operations
robert.hughes@northwindtraders.example	Marketing
thomas.clarke@northwindtraders.example	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 14 Oct 2026, 04:00 UTC.