

# Northwind Traders



PREPARED BY  
Harbour IT

DATE  
17 Oct 2026

DATA COLLECTED  
17 Oct 2026, 10:53 UTC

MICROSOFT 365 TENANT  
northwindtraders.onmicrosoft.com

Everything collected about the SharePoint site <https://northwindtraders.sharepoint.com/sites/operations>.

Needs attention  
**0**  
Nothing to do

Storage  
**88.2 GB**  
No limit of its own

Sharing  
**Inside only**  
From Microsoft's link counts

Team  
**Operations**  
Its members can open the site

Last activity  
**13 Oct 2026**  
Active

Needs attention 0

Nothing needs attention.

Site 5

| Detail        | Value                                                                                                                           |
|---------------|---------------------------------------------------------------------------------------------------------------------------------|
| Address       | <a href="https://northwindtraders.sharepoint.com/sites/operations">https://northwindtraders.sharepoint.com/sites/operations</a> |
| Type          | Group or Team site                                                                                                              |
| Primary owner | ann.patel@northwindtraders.example                                                                                              |
| Template      | Group                                                                                                                           |
| Libraries     | 1                                                                                                                               |

## Storage and growth 7

| Detail                        | Value                                                    |
|-------------------------------|----------------------------------------------------------|
| Storage used                  | 88.2 GB                                                  |
| Site limit                    | None of its own: it uses the client's SharePoint storage |
| Current files                 | 80.5 GB (91% of the site)                                |
| Older versions of files       | 6.6 GB (8% of the site)                                  |
| Recycle bin                   | 1.0 GB (1% of the site)                                  |
| Files untouched for two years | 48.9 GB (55% of the site)                                |
| Files                         | 10                                                       |

## Storage by month 2

The last collection of each month.

| Month          | Storage | Change  |
|----------------|---------|---------|
| October 2026   | 88.2 GB | +7.7 GB |
| September 2026 | 80.5 GB | –       |

## Libraries 1

Every document library on the site, largest first.

| Library   | Size    | Current files | Older versions | Files | Last change |
|-----------|---------|---------------|----------------|-------|-------------|
| Documents | 87.2 GB | 80.5 GB       | 6.6 GB         | 70    | 15 Oct 2026 |

Largest files 10

Size includes older versions.

| File                            | Library   | Size   | Older versions | Last change |
|---------------------------------|-----------|--------|----------------|-------------|
| Projects/Projects archive.zip   | Documents | 6.6 GB | 0 bytes        | 30 Apr 2024 |
| Projects/Export 2024-12.zip     | Documents | 3.2 GB | 229.6 MB       | 25 Oct 2023 |
| Projects/Recording 2023-11.mp4  | Documents | 3.0 GB | 217.7 MB       | 7 Aug 2026  |
| Projects/Photos 2022-10.zip     | Documents | 2.9 GB | 205.8 MB       | 7 Nov 2022  |
| Projects/Scans 2021-09.zip      | Documents | 2.7 GB | 193.8 MB       | 20 Sep 2026 |
| Projects/Projects export.pst    | Documents | 2.6 GB | 0 bytes        | 13 Oct 2023 |
| Projects/Export 2020-08.zip     | Documents | 2.5 GB | 181.9 MB       | 25 Sep 2025 |
| Projects/Recording 2019-07.mp4  | Documents | 2.4 GB | 170.0 MB       | 12 Mar 2026 |
| Archive/Export 2024-12.zip      | Documents | 2.3 GB | 166.9 MB       | 26 Sep 2024 |
| Templates/Templates archive.zip | Documents | 2.2 GB | 0 bytes        | 30 Apr 2024 |

Sharing 7

| Detail                           | Value |
|----------------------------------|-------|
| External sharing                 | Off   |
| Anyone links                     | 0     |
| Links for people outside         | 0     |
| Links for the whole organisation | 3     |
| Links for named people inside    | 0     |
|                                  |       |

| Detail            | Value       |
|-------------------|-------------|
| Sensitivity label | None        |
| Unmanaged devices | Full access |

Team 6

| Detail     | Value      |
|------------|------------|
| Group      | Operations |
| Type       | Team       |
| Visibility | Private    |
| Owners     | 1          |
| Members    | 11         |
| Guests     | 0          |

Activity 4

| Detail                         | Value       |
|--------------------------------|-------------|
| Last activity                  | 13 Oct 2026 |
| Files used in the last 30 days | 2           |
| Page views in the last 30 days | 4           |
| Last file change               | 15 Oct 2026 |

Open findings 1

| Flag  | Check                              | Detail                          | First seen  |
|-------|------------------------------------|---------------------------------|-------------|
| ● Low | Every site has at least two owners | One owner (Microsoft 365 group) | 12 Sep 2026 |

## History 0

No changes recorded yet.

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 17 Oct 2026, 10:53 UTC.