SITE ACCESS

Fabrikam Dental Group

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 04:00 UTC	fabrikam.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: 4 of 4 rows, 1 column hidden. Access by site: 11 of 30 rows, Can is Full control. The headline figures cover every row.

Sites with no owner	One owner only	Guests with access	Open to everyone in the organisation	Sites
2	2	2	1	7
Nobody enabled owns them	A leaver would leave them orphaned	On 2 sites	Everyone or Everyone except external users	Not counting OneDrives

Sites needing an owner 4 2 to review

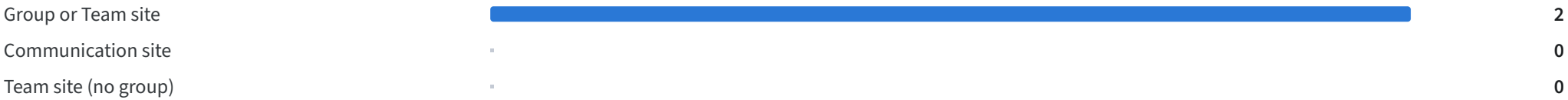
A site with no enabled owner has nobody to approve access or answer for its content; one owner is one leaver away from that. Owners are the Microsoft 365 group's owners, or for a site with no group its site administrators and the people in its owners group.

Flag	Site	Type	Owners	Admins	Last activity
High	Marketing	Group or Team site	Ben Okafor (disabled)	Ben Okafor	28 Nov 2026
High	Old Projects	Communication site	Ben Okafor (disabled)	Ben Okafor	15 Oct 2025
Low	Practice Management	Group or Team site	Zara Edwards	Zara Edwards	28 Nov 2026
Low	Staff Intranet	Communication site	Anna Kowalski	Anna Kowalski	29 Nov 2026

Who can access each site 7

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	Finance	Group or Team site	Anna Kowalski, Zara Edwards	Anna Kowalski, Zara Edwards	10	1	No	Yes	25 Nov 2026
Low	Patient Records	Group or Team site	Anna Kowalski, Zara Edwards	Anna Kowalski, Zara Edwards	10	1	No	No	28 Nov 2026
	Imaging Archive	Team site (no group)	Anna Kowalski, Jack Lee	Anna Kowalski, Jack Lee	6 people recorded	0	No	No	29 Nov 2026
	Marketing	Group or Team site	Ben Okafor (disabled)	Ben Okafor	11	0	No	Yes	28 Nov 2026
	Old Projects	Communication site	Ben Okafor (disabled)	Ben Okafor	5 people recorded	0	No	No	15 Oct 2025
	Practice Management	Group or Team site	Zara Edwards	Zara Edwards	10	0	No	No	28 Nov 2026
	Staff Intranet	Communication site	Anna Kowalski	Anna Kowalski	5 people recorded	0	Yes	No	29 Nov 2026

Access by site 11

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
Finance	Owners of Finance: Anna Kowalski, Zara Edwards	Microsoft 365 group	Full control	No
Finance	Finance Owners	Site owners group	Full control	No
Imaging Archive	Imaging Archive Owners	Site owners group	Full control	No
Marketing	Owners of Marketing: Ben Okafor (disabled)	Microsoft 365 group	Full control	No
Marketing	Marketing Owners	Site owners group	Full control	No
Old Projects	Old Projects Owners	Site owners group	Full control	No
Patient Records	Owners of Patient Records: Anna Kowalski, Zara Edwards	Microsoft 365 group	Full control	No
Patient Records	Patient Records Owners	Site owners group	Full control	No
Practice Management	Owners of Practice Management: Zara Edwards	Microsoft 365 group	Full control	No
Practice Management	Practice Management Owners	Site owners group	Full control	No
Staff Intranet	Staff Intranet Owners	Site owners group	Full control	No

Guests and the sites they can reach 2

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	1	Finance	Member of the site's group
Low	lab@dentlab-uk.example	1	Patient Records	Member of the site's group

Site administrators 4

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
anna.kowalski@fabrikam.example	4	Finance, Imaging Archive, Patient Records, Staff Intranet
zara.edwards@fabrikam.example	3	Finance, Patient Records, Practice Management
ben.okafor@fabrikam.example	2	Marketing, Old Projects
jack.lee@fabrikam.example	1	Imaging Archive

Read 7 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, 04:00 UTC.