

Fabrikam Dental Group



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	12 Oct 2026	11 Oct 2026, 20:32 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. Access by site: 28 of 32 rows, Flag is No flag, 1 column hidden. The headline figures cover every row.

Sites with no owner 2 Nobody enabled owns them	One owner only 2 A leaver would leave them orphaned	Guests with access 2 On 2 sites	Open to everyone in the organisation 1 Everyone or Everyone except external users	Sites 7 Not counting OneDrives
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Not checked. Members of SharePoint groups on 3 sites 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 once the client approves the SharePoint permission.

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 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	Ben Okafor (disabled)	Ben Okafor	10 Oct 2026
● High	Old Projects	Communication site	No owner	Ben Okafor (disabled)	Ben Okafor	27 Aug 2025
● Low	Practice Management	Group or Team site	One owner	Zara Edwards	Zara Edwards	10 Oct 2026
● Low	Staff Intranet	Communication site	One owner	Anna Kowalski	Anna Kowalski	11 Oct 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

Group or Team site		2
Communication site	"	0
Team site (no group)	"	0

Flag	Site	Type	Owners	Admins	Members	Guests	Everyone in the organisation		External sharing on	Last activity
● Low	Finance	Group or Team site	Anna Kowalski, Ruby Clark	Anna Kowalski, Ruby Clark	9	1	No		Yes	7 Oct 2026
● Low	Patient Records	Group or Team site	Anna Kowalski, Aaron Smith	Anna Kowalski, Aaron Smith	10	1	No		No	10 Oct 2026
	Imaging Archive	Team site (no group)	Anna Kowalski, Jack Lee	Anna Kowalski, Jack Lee	6 people recorded	0	No		No	11 Oct 2026
	Marketing	Group or Team site	Ben Okafor (disabled)	Ben Okafor	11	0	No		Yes	10 Oct 2026
	Old Projects	Communication site	Ben Okafor (disabled)	Ben Okafor	5 people recorded	0	No		No	27 Aug 2025
	Practice Management	Group or Team site	Zara Edwards	Zara Edwards	10	0	No		No	10 Oct 2026
	Staff Intranet	Communication site	Anna Kowalski	Anna Kowalski	5 people recorded	0	Yes		No	11 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.

Who	How	Can	Outside the organisation
Owners of Finance: Anna Kowalski, Ruby Clark	Microsoft 365 group	Full control	No
Finance Owners	Site owners group	Full control	No
Finance Members	Site members group	Edit	No
Finance Visitors	Site visitors group	View	No
Imaging Archive Owners	Site owners group	Full control	No
Imaging Archive Members	Site members group	Edit	No

Who	How	Can	Outside the organisation
Imaging Archive Visitors	Site visitors group	View	No
Owners of Marketing: Ben Okafor (disabled)	Microsoft 365 group	Full control	No
Members of Marketing: 11 people	Microsoft 365 group	Edit	No
Marketing Owners	Site owners group	Full control	No
Marketing Members	Site members group	Edit	No
Marketing Visitors	Site visitors group	View	No
Old Projects Owners	Site owners group	Full control	No
Old Projects Members	Site members group	Edit	No
Old Projects Visitors	Site visitors group	View	No
Owners of Patient Records: Anna Kowalski, Aaron Smith	Microsoft 365 group	Full control	No
Patient Records Owners	Site owners group	Full control	No
Patient Records Members	Site members group	Edit	No
Patient Records Visitors	Site visitors group	View	No
Owners of Practice Management: Zara Edwards	Microsoft 365 group	Full control	No
Members of Practice Management: 10 people	Microsoft 365 group	Edit	No
Practice Management Owners	Site owners group	Full control	No
Practice Management Members	Site members group	Edit	No
Practice Management Visitors	Site visitors group	View	No
Staff Intranet Owners	Site owners group	Full control	No
Staff Intranet Members	Site members group	Edit	No
Staff Intranet Visitors	Site visitors group	View	No
Everyone in the organisation	Everyone	View	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 6

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
ben.okafor@fabrikam.example	2	Marketing, Old Projects
aaron.smith@fabrikam.example	1	Patient Records
jack.lee@fabrikam.example	1	Imaging Archive
ruby.clark@fabrikam.example	1	Finance
zara.edwards@fabrikam.example	1	Practice Management

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 11 Oct 2026, 20:32 UTC.