

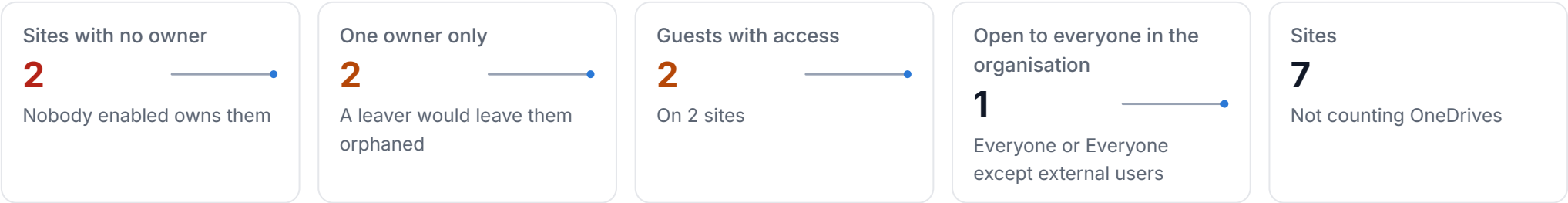
# Fabrikam Dental Group



|             |             |                        |                          |
|-------------|-------------|------------------------|--------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT     |
| Harbour IT  | 13 Oct 2026 | 13 Oct 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.** Access by site: 1 of 32 rows, How is Everyone. The headline figures cover every row.



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               | Problem   | Owners                | Admins        | Last activity |
|------|---------------------|--------------------|-----------|-----------------------|---------------|---------------|
| High | Marketing           | Group or Team site | No owner  | Ben Okafor (disabled) | Ben Okafor    | 12 Oct 2026   |
| High | Old Projects        | Communication site | No owner  | Ben Okafor (disabled) | Ben Okafor    | 29 Aug 2025   |
| Low  | Practice Management | Group or Team site | One owner | Zara Edwards          | Zara Edwards  | 12 Oct 2026   |
| Low  | Staff Intranet      | Communication site | One owner | Anna Kowalski         | Anna Kowalski | 13 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   | <div></div> | 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, Zara Edwards | Anna Kowalski, Zara Edwards | 10                | 1      | No                           | Yes                 | 9 Oct 2026    |
| ● Low | Patient Records     | Group or Team site   | Anna Kowalski, Zara Edwards | Anna Kowalski, Zara Edwards | 10                | 1      | No                           | No                  | 12 Oct 2026   |
|       | Imaging Archive     | Team site (no group) | Anna Kowalski, Jack Lee     | Anna Kowalski, Jack Lee     | 6 people recorded | 0      | No                           | No                  | 13 Oct 2026   |
|       | Marketing           | Group or Team site   | Ben Okafor (disabled)       | Ben Okafor                  | 11                | 0      | No                           | Yes                 | 12 Oct 2026   |
|       | Old Projects        | Communication site   | Ben Okafor (disabled)       | Ben Okafor                  | 5 people recorded | 0      | No                           | No                  | 29 Aug 2025   |
|       | Practice Management | Group or Team site   | Zara Edwards                | Zara Edwards                | 10                | 0      | No                           | No                  | 12 Oct 2026   |
|       | Staff Intranet      | Communication site   | Anna Kowalski               | Anna Kowalski               | 5 people recorded | 0      | Yes                          | No                  | 13 Oct 2026   |

## Access by site 1

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.

| Site           | Who                          | How      | Can  | Outside the organisation |
|----------------|------------------------------|----------|------|--------------------------|
| Staff Intranet | 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 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                                           |

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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 13 Oct 2026, 04:00 UTC.