

SITE ACCESS

Fabrikam Dental Group



PREPARED BY
Harbour IT

DATE
12 Oct 2026

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MICROSOFT 365 TENANT
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: 6 of 32 rows, Site is Patient Records. Site administrators: 4 of 4 rows, 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

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.

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	11 Oct 2026
● High	Old Projects	Communication site	No owner	Ben Okafor (disabled)	Ben Okafor	28 Aug 2025
● Low	Practice Management	Group or Team site	One owner	Zara Edwards	Zara Edwards	11 Oct 2026
● Low	Staff Intranet	Communication site	One owner	Anna Kowalski	Anna Kowalski	12 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, Zara Edwards	Anna Kowalski, Zara Edwards	10	1	No	Yes	8 Oct 2026
● Low	Patient Records	Group or Team site	Anna Kowalski, Zara Edwards	Anna Kowalski, Zara Edwards	10	1	No	No	11 Oct 2026
	Imaging Archive	Team site (no group)	Anna Kowalski, Jack Lee	Anna Kowalski, Jack Lee	6 people recorded	0	No	No	12 Oct 2026
	Marketing	Group or Team site	Ben Okafor (disabled)	Ben Okafor	11	0	No	Yes	11 Oct 2026
	Old Projects	Communication site	Ben Okafor (disabled)	Ben Okafor	5 people recorded	0	No	No	28 Aug 2025
	Practice Management	Group or Team site	Zara Edwards	Zara Edwards	10	0	No	No	11 Oct 2026
	Staff Intranet	Communication site	Anna Kowalski	Anna Kowalski	5 people recorded	0	Yes	No	12 Oct 2026

Access by site 6

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
	Patient Records	Owners of Patient Records: Anna Kowalski, Zara Edwards	Microsoft 365 group	Full control	No
● Low	Patient Records	Members of Patient Records: 10 people, 1 guest	Microsoft 365 group	Edit	Yes
	Patient Records	Patient Records Owners	Site owners group	Full control	No
	Patient Records	Patient Records Members	Site members group	Edit	No
	Patient Records	Patient Records Visitors	Site visitors group	View	No
● Low	Patient Records	lab@dentlab-uk.example	Guest	Given access on the site	Yes

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	Which sites
anna.kowalski@fabrikam.example	Finance, Imaging Archive, Patient Records, Staff Intranet
zara.edwards@fabrikam.example	Finance, Patient Records, Practice Management
ben.okafor@fabrikam.example	Marketing, Old Projects
jack.lee@fabrikam.example	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 12 Oct 2026, 06:36 UTC.