

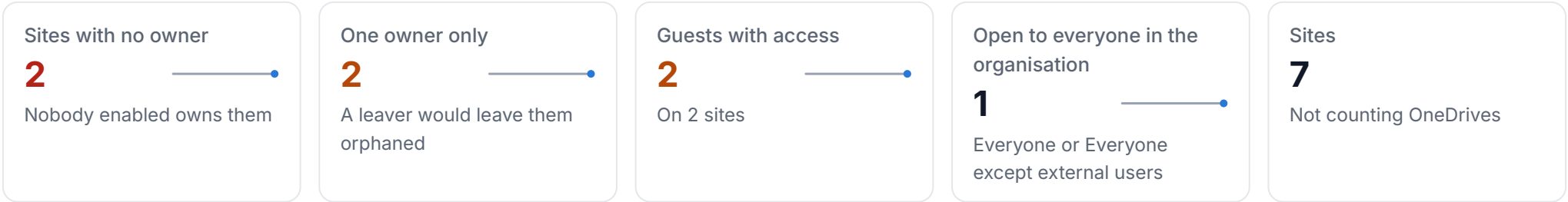
# Fabrikam Dental Group



|             |             |                        |                          |
|-------------|-------------|------------------------|--------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT     |
| Harbour IT  | 12 Oct 2026 | 12 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.** Who can access each site: 1 of 7 rows, Members is 11. Access by site: 32 of 32 rows, 1 column hidden. The headline figures cover every row.



**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    | 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 1

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 " 0

| Site      | Type               | Owners                | Admins     | Members | Guests | Everyone in the organisation | External sharing on | Last activity |
|-----------|--------------------|-----------------------|------------|---------|--------|------------------------------|---------------------|---------------|
| Marketing | Group or Team site | Ben Okafor (disabled) | Ben Okafor | 11      | 0      | No                           | Yes                 | 11 Oct 2026   |

Access by site 32

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                 | Outside the organisation |
|-------|---------|----------------------------------------------|---------------------|--------------------------|
|       | Finance | Owners of Finance: Anna Kowalski, Ruby Clark | Microsoft 365 group | No                       |
| ● Low | Finance | Members of Finance: 9 people, 1 guest        | Microsoft 365 group | Yes                      |

| Flag  | Site                | Who                                                   | How                 | Outside the organisation |
|-------|---------------------|-------------------------------------------------------|---------------------|--------------------------|
|       | Finance             | Finance Owners                                        | Site owners group   | No                       |
|       | Finance             | Finance Members                                       | Site members group  | No                       |
|       | Finance             | Finance Visitors                                      | Site visitors group | No                       |
| ● Low | Finance             | accounts@hollis-partners.example                      | Guest               | Yes                      |
|       | Imaging Archive     | Imaging Archive Owners                                | Site owners group   | No                       |
|       | Imaging Archive     | Imaging Archive Members                               | Site members group  | No                       |
|       | Imaging Archive     | Imaging Archive Visitors                              | Site visitors group | No                       |
|       | Marketing           | Owners of Marketing: Ben Okafor (disabled)            | Microsoft 365 group | No                       |
|       | Marketing           | Members of Marketing: 11 people                       | Microsoft 365 group | No                       |
|       | Marketing           | Marketing Owners                                      | Site owners group   | No                       |
|       | Marketing           | Marketing Members                                     | Site members group  | No                       |
|       | Marketing           | Marketing Visitors                                    | Site visitors group | No                       |
|       | Old Projects        | Old Projects Owners                                   | Site owners group   | No                       |
|       | Old Projects        | Old Projects Members                                  | Site members group  | No                       |
|       | Old Projects        | Old Projects Visitors                                 | Site visitors group | No                       |
|       | Patient Records     | Owners of Patient Records: Anna Kowalski, Rhys Walker | Microsoft 365 group | No                       |
| ● Low | Patient Records     | Members of Patient Records: 10 people, 1 guest        | Microsoft 365 group | Yes                      |
|       | Patient Records     | Patient Records Owners                                | Site owners group   | No                       |
|       | Patient Records     | Patient Records Members                               | Site members group  | No                       |
|       | Patient Records     | Patient Records Visitors                              | Site visitors group | No                       |
| ● Low | Patient Records     | lab@dentlab-uk.example                                | Guest               | Yes                      |
|       | Practice Management | Owners of Practice Management: Zara Edwards           | Microsoft 365 group | No                       |
|       | Practice Management | Members of Practice Management: 10 people             | Microsoft 365 group | No                       |

| Flag | Site                | Who                          | How                 | Outside the organisation |
|------|---------------------|------------------------------|---------------------|--------------------------|
|      | Practice Management | Practice Management Owners   | Site owners group   | No                       |
|      | Practice Management | Practice Management Members  | Site members group  | No                       |
|      | Practice Management | Practice Management Visitors | Site visitors group | No                       |
|      | Staff Intranet      | Staff Intranet Owners        | Site owners group   | No                       |
|      | Staff Intranet      | Staff Intranet Members       | Site members group  | No                       |
|      | Staff Intranet      | Staff Intranet Visitors      | Site visitors group | No                       |
|      | Staff Intranet      | Everyone in the organisation | Everyone            | 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                                   |
| jack.lee@fabrikam.example      | 1     | Imaging Archive                                           |
| rhys.walker@fabrikam.example   | 1     | Patient Records                                           |
| 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 12 Oct 2026, 04:00 UTC.