

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 holds which permission level on each SharePoint site, through which SharePoint group, and the lists, libraries and subsites with permissions of their own.

Filtered view. Access by person: 9 of 32 rows, Which sites is Patient Records. The headline figures cover every row.

Guests with full control

1

Can change permissions and delete anything

People given access directly

1

Not through a group, so easy to forget

Open to everyone

1

Everyone or Everyone except external users

Lists and libraries with their own permissions

2

On 2 sites

Sites

7

Not counting OneDrives

Who has access to each site 26 1 to review

Every permission level on each site, with SharePoint groups opened up into their members. Permissions on single files and folders are in File and folder permissions.

Flag	Site	Who	Type	How	Permission level	Outside the organisation
	Finance	Owners of Finance	Microsoft 365 group owners	Through Finance Owners	Full Control	No
	Finance	Members of Finance	Microsoft 365 group	Through Finance Members	Edit	No
● High	Finance	accounts@hollis-partners.example	Guest	Given directly	Full Control	Yes

Flag	Site	Who	Type	How	Permission level	Outside the organisation
	Imaging Archive	anna.kowalski@fabrikam.example	Person	Through Imaging Archive Owners	Full Control	No
	Imaging Archive	jack.lee@fabrikam.example	Person	Through Imaging Archive Owners	Full Control	No
	Imaging Archive	anna.kowalski@fabrikam.example	Person	Through Imaging Archive Members	Edit	No
	Imaging Archive	jack.lee@fabrikam.example	Person	Through Imaging Archive Members	Edit	No
	Imaging Archive	aaron.smith@fabrikam.example	Person	Through Imaging Archive Members	Edit	No
	Imaging Archive	george.baker@fabrikam.example	Person	Through Imaging Archive Members	Edit	No
	Marketing	Owners of Marketing	Microsoft 365 group owners	Through Marketing Owners	Full Control	No
	Marketing	Members of Marketing	Microsoft 365 group	Through Marketing Members	Edit	No
	Old Projects	ben.okafor@fabrikam.example	Person	Through Old Projects Owners	Full Control	No
	Old Projects	aaron.smith@fabrikam.example	Person	Through Old Projects Members	Edit	No
	Old Projects	thomas.allen@fabrikam.example	Person	Through Old Projects Members	Edit	No
	Old Projects	owen.smith@fabrikam.example	Person	Through Old Projects Members	Edit	No
	Old Projects	noah.harris@fabrikam.example	Person	Through Old Projects Members	Edit	No
	Patient Records	Owners of Patient Records	Microsoft 365 group owners	Through Patient Records Owners	Full Control	No
	Patient Records	Members of Patient Records	Microsoft 365 group	Through Patient Records Members	Edit	No
	Practice Management	Owners of Practice Management	Microsoft 365 group owners	Through Practice Management Owners	Full Control	No
	Practice Management	Members of Practice Management	Microsoft 365 group	Through Practice Management Members	Edit	No
	Staff Intranet	anna.kowalski@fabrikam.example	Person	Through Staff Intranet Owners	Full Control	No
	Staff Intranet	anna.kowalski@fabrikam.example	Person	Through Staff Intranet Members	Edit	No
	Staff Intranet	thomas.allen@fabrikam.example	Person	Through Staff Intranet Members	Edit	No

Flag	Site	Who	Type	How	Permission level	Outside the organisation
	Staff Intranet	george.baker@fabrikam.example	Person	Through Staff Intranet Members	Edit	No
	Staff Intranet	arthur.lee@fabrikam.example	Person	Through Staff Intranet Members	Edit	No
● Low	Staff Intranet	Everyone except external users	Everyone	Through Staff Intranet Visitors	Read	No

SharePoint groups 21

Each site's SharePoint groups: its owners, members and visitors groups and any others, what each grants on the site and who is in it. A guest in an owners group has full control of the site.

Site	Group	Role on the site	Permission level	Members	Guests	Group owner
Finance	Finance Owners	Owners	Full Control	1	None	Finance Owners
Finance	Finance Members	Members	Edit	1	None	Finance Owners
Finance	Finance Visitors	Visitors	Read	0	None	Finance Owners
Imaging Archive	Imaging Archive Owners	Owners	Full Control	2	None	Imaging Archive Owners
Imaging Archive	Imaging Archive Members	Members	Edit	4	None	Imaging Archive Owners
Imaging Archive	Imaging Archive Visitors	Visitors	Read	0	None	Imaging Archive Owners
Marketing	Marketing Owners	Owners	Full Control	1	None	Marketing Owners
Marketing	Marketing Members	Members	Edit	1	None	Marketing Owners
Marketing	Marketing Visitors	Visitors	Read	0	None	Marketing Owners
Old Projects	Old Projects Owners	Owners	Full Control	1	None	Old Projects Owners
Old Projects	Old Projects Members	Members	Edit	4	None	Old Projects Owners
Old Projects	Old Projects Visitors	Visitors	Read	0	None	Old Projects Owners
Patient Records	Patient Records Owners	Owners	Full Control	1	None	Patient Records Owners
Patient Records	Patient Records Members	Members	Edit	1	None	Patient Records Owners

Site	Group	Role on the site	Permission level	Members	Guests	Group owner
Patient Records	Patient Records Visitors	Visitors	Read	0	None	Patient Records Owners
Practice Management	Practice Management Owners	Owners	Full Control	1	None	Practice Management Owners
Practice Management	Practice Management Members	Members	Edit	1	None	Practice Management Owners
Practice Management	Practice Management Visitors	Visitors	Read	0	None	Practice Management Owners
Staff Intranet	Staff Intranet Owners	Owners	Full Control	1	None	Staff Intranet Owners
Staff Intranet	Staff Intranet Members	Members	Edit	4	None	Staff Intranet Owners
Staff Intranet	Staff Intranet Visitors	Visitors	Read	1	None	Staff Intranet Owners

Lists and libraries with their own permissions 2

Lists and libraries that stopped inheriting their site's permissions, so the site's groups don't say who can open them. Each is worth a look: the reason is often a one-off that was never undone.

Flag	Site	List or library	Type	Items	Who can open it
	Finance	Payroll	Library	64	Finance Owners (Full Control), Zara Edwards (Edit)
● Low	Patient Records	Lab referrals	Library	38	Patient Records Owners (Full Control), Patient Records Members (Contribute), Lab (Read)

Subsites with their own permissions 1

Subsites that don't inherit their parent site's permissions.

Site	Subsite	Who can open it
Staff Intranet	HR	Staff Intranet Owners (Full Control), Zara Edwards (Edit)

Access by person 9

Everyone who can get into at least one site, through any group or directly, with guests and outside accounts first. Microsoft 365 and security groups are opened up where the Groups collection has their members.

Person	Outside the organisation	Sites	Highest level	Which sites
anna.kowalski@fabrikam.example	No	5	Full Control	Finance, Imaging Archive, Marketing, Patient Records, Staff Intranet
aaron.smith@fabrikam.example	No	3	Full Control	Imaging Archive, Old Projects, Patient Records
arthur.lee@fabrikam.example	No	3	Edit	Marketing, Patient Records, Staff Intranet
aisha.brown@fabrikam.example	No	2	Edit	Patient Records, Practice Management
owen.robinson@fabrikam.example	No	2	Edit	Patient Records, Practice Management
thomas.johnson@fabrikam.example	No	2	Edit	Marketing, Patient Records
ethan.jones@fabrikam.example	No	1	Edit	Patient Records
lily.white@fabrikam.example	No	1	Edit	Patient Records
megan.king@fabrikam.example	No	1	Edit	Patient Records

Read from SharePoint for 7 sites. Hidden levels such as Limited Access, which SharePoint adds when a single file is shared, are left out.

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.