

# 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 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. SharePoint groups: 1 of 21 rows, Members is 2. 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 1

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            |
|-----------------|------------------------|------------------|------------------|---------|--------|------------------------|
| Imaging Archive | Imaging Archive Owners | Owners           | Full Control     | 2       | None   | Imaging Archive 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 32 1 to review

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.

| Flag   | Person                           | Outside the organisation | Sites | Highest level | Which sites                                                          |
|--------|----------------------------------|--------------------------|-------|---------------|----------------------------------------------------------------------|
| ● High | accounts@hollis-partners.example | Yes                      | 1     | Full Control  | Finance                                                              |
|        | anna.kowalski@fabrikam.example   | No                       | 5     | Full Control  | Finance, Imaging Archive, Marketing, Patient Records, Staff Intranet |
|        | zara.edwards@fabrikam.example    | No                       | 4     | Full Control  | Finance, Marketing, Patient Records, Practice Management             |
|        | arthur.lee@fabrikam.example      | No                       | 3     | Edit          | Marketing, Patient Records, Staff Intranet                           |
|        | thomas.allen@fabrikam.example    | No                       | 3     | Edit          | Old Projects, Practice Management, Staff Intranet                    |
|        | aaron.smith@fabrikam.example     | No                       | 2     | Edit          | Imaging Archive, Old Projects                                        |
|        | aisha.brown@fabrikam.example     | No                       | 2     | Edit          | Patient Records, Practice Management                                 |
|        | amelia.khan@fabrikam.example     | No                       | 2     | Edit          | Finance, Marketing                                                   |
|        | ben.okafor@fabrikam.example      | No                       | 2     | Full Control  | Marketing, Old Projects                                              |
|        | george.baker@fabrikam.example    | No                       | 2     | Edit          | Imaging Archive, Staff Intranet                                      |
|        | lily.khan@fabrikam.example       | No                       | 2     | Edit          | Marketing, Practice Management                                       |
|        | noah.harris@fabrikam.example     | No                       | 2     | Edit          | Old Projects, Practice Management                                    |
|        | owen.robinson@fabrikam.example   | No                       | 2     | Edit          | Patient Records, Practice Management                                 |
|        | ruby.davies@fabrikam.example     | No                       | 2     | Edit          | Finance, Marketing                                                   |
|        | thomas.johnson@fabrikam.example  | No                       | 2     | Edit          | Marketing, Patient Records                                           |
|        | arthur.williams@fabrikam.example | No                       | 1     | Edit          | Practice Management                                                  |
|        | ava.jackson@fabrikam.example     | No                       | 1     | Edit          | Marketing                                                            |
|        | ava.thomas@fabrikam.example      | No                       | 1     | Edit          | Finance                                                              |
|        | chloe.jackson@fabrikam.example   | No                       | 1     | Edit          | Finance                                                              |

| Flag | Person                           | Outside the organisation | Sites | Highest level | Which sites         |
|------|----------------------------------|--------------------------|-------|---------------|---------------------|
|      | ethan.jones@fabrikam.example     | No                       | 1     | Edit          | Patient Records     |
|      | george.williams@fabrikam.example | No                       | 1     | Edit          | Marketing           |
|      | isla.scott@fabrikam.example      | No                       | 1     | Edit          | Marketing           |
|      | jack.lee@fabrikam.example        | No                       | 1     | Full Control  | Imaging Archive     |
|      | jack.ward@fabrikam.example       | No                       | 1     | Edit          | Finance             |
|      | lily.white@fabrikam.example      | No                       | 1     | Edit          | Patient Records     |
|      | megan.green@fabrikam.example     | No                       | 1     | Edit          | Practice Management |
|      | megan.king@fabrikam.example      | No                       | 1     | Edit          | Patient Records     |
|      | olivia.taylor@fabrikam.example   | No                       | 1     | Edit          | Finance             |
|      | owen.patel@fabrikam.example      | No                       | 1     | Edit          | Practice Management |
|      | owen.smith@fabrikam.example      | No                       | 1     | Edit          | Old Projects        |
|      | ruby.clark@fabrikam.example      | No                       | 1     | Edit          | Finance             |
|      | thomas.robinson@fabrikam.example | No                       | 1     | Edit          | Practice Management |

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 13 Oct 2026, 04:00 UTC.