

Fabrikam Dental Group



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	16 Oct 2026	16 Oct 2026, 04:00 UTC	fabrikam.onmicrosoft.com

Everything collected about the SharePoint site <https://fabrikam.sharepoint.com/sites/patient-records>.

Needs attention
0
Nothing to do

Storage
352.6 GB
No limit of its own

Sharing
Inside only
From Microsoft's link counts

Team
Patient Records
Its members can open the site

Last activity
15 Oct 2026
Active

Needs attention 0

Nothing needs attention.

Site 5

Detail	Value
Address	https://fabrikam.sharepoint.com/sites/patient-records
Type	Group or Team site
Primary owner	anna.kowalski@fabrikam.example
Template	Group
Libraries	2

Storage and growth 8

Detail	Value
Storage used	352.6 GB
Site limit	None of its own: it uses the client's SharePoint storage
Current files	273.1 GB (77% of the site)
Older versions of files	25.2 GB (7% of the site)
Recycle bin	12.0 GB (3% of the site)
Preservation Hold library	35.3 GB (10% of the site)
Files untouched for two years	167.2 GB (47% of the site)
Files	10

Storage by month 2

The last collection of each month.

Month	Storage	Change
2026-10	352.6 GB	+18.3 GB
2026-09	334.3 GB	–

Libraries 2 1 to review

Every document library on the site, largest first.

Flag	Library	Size	Current files	Older versions	Files	Last change
	Documents	298.3 GB	273.1 GB	25.2 GB	56	14 Oct 2026
● Medium	Preservation Hold Library	35.3 GB	35.3 GB	0 bytes	2	11 Sep 2025

Largest files 10

Size includes older versions.

File	Library	Size	Older versions	Last change
Consent forms/Consent forms archive.zip	Documents	22.6 GB	0 bytes	29 Apr 2024
Contracts archive_v12.zip	Preservation Hold Library	21.2 GB	0 bytes	11 Sep 2025
Board pack 2023_v8.pdf	Preservation Hold Library	14.1 GB	0 bytes	11 Sep 2025
Consent forms/Export 2024-12.zip	Documents	11.0 GB	785.8 MB	11 Jun 2026
Consent forms/Recording 2023-11.mp4	Documents	10.4 GB	744.9 MB	31 Mar 2024
Consent forms/Photos 2022-10.zip	Documents	9.8 GB	704.1 MB	18 Dec 2022
Consent forms/Scans 2021-09.zip	Documents	9.3 GB	663.3 MB	7 Sep 2024
Consent forms/Consent forms export.pst	Documents	8.8 GB	0 bytes	12 Oct 2023
Consent forms/Export 2020-08.zip	Documents	8.7 GB	622.5 MB	21 Oct 2023
Consent forms/Recording 2019-07.mp4	Documents	8.1 GB	581.7 MB	29 Mar 2024

Sharing 7

Detail	Value
External sharing	Off
Anyone links	0
Links for people outside	0
Links for the whole organisation	3
Links for named people inside	0
Sensitivity label	None
Unmanaged devices	Full access

Files shared from this site 2

From the last Shared files scan: files and folders shared with anyone, people outside or the whole organisation.

File or folder	Library	Shared with	Can edit	Last modified
Lab dockets (folder)	Documents	orders@dentallab.example	Yes	10 Feb 2026
Treatment plans/Referral letters (folder)	Documents	referrals@cityhospital.example	No	18 Sep 2026

Team 6

Detail	Value
Group	Patient Records
Type	Team
Visibility	Private
Owners	2
Members	10
Guests	1

Activity 4

Detail	Value
Last activity	15 Oct 2026
Files used in the last 30 days	2
Page views in the last 30 days	4
Last file change	14 Oct 2026

Open findings 2 1 to review

Flag	Check	Detail	First seen
● Medium	People outside can only view shared files	Can be edited by orders@dentallab.example	11 Sep 2026
● Low	SharePoint storage isn't nearly full	352.6 GB, of which 12.0 GB in the recycle bin and 25.2 GB older versions	16 Oct 2026

History 1

Seen	Area	Change
16 Oct 2026	Shared files	Treatment plans/Referral letters shared with people outside

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 16 Oct 2026, 04:00 UTC.