

Moonlight 365 CleanUp Product Sheet

Illuminating your path through the technology darkness.



**Automatically fix SharePoint file tags.
No metadata drift. No manual repairs:
Moonlight 365 CleanUp**

Moonlight 365 CleanUp Admin

Process Details & Logs

5/5/2026 8:20 AM **True** 43 1 3

Last Run Time CleanUp Success Sites Scanned DocLibs Processed Files Updated

Search Document Libraries ☐ Has Default Values ☐ Errors Found

Document Library	Default Values	Found	Processed	Errors	Last Process Time	Logs
/sites/MLCSP00002-00007/Shared Documents	true	0	0	0	05/05/2026 08:35 AM	
/sites/ML00076-00109/Shared Documents	true	0	0	0	05/05/2026 08:35 AM	

- ✓ Automated Process
- ✓ Built on Power Platform
- ✓ M365 & SharePoint Secure
- ✓ Intuitive Admin Panel

Keep SharePoint tags accurate - so search, filters, and Copilot actually work.

Stop outdated metadata from breaking search, filters, and Copilot, automatically. Moonlight 365 CleanUp runs inside your Microsoft 365 tenant on a schedule that an administrator controls. Admins decide how often it runs through a dedicated admin panel. When users save, move, or copy documents across SharePoint sites and Teams, CleanUp checks each file against the metadata rules of its current library. If a tag like Client, Project, or Document Type is wrong, CleanUp fixes it. No extra work for end users. No training. Just accurate metadata.

Built for IT and SharePoint administrators, CleanUp ensures every document follows the metadata standards of the library where it lives, not where it came from. The admin panel gives full control over schedules, rules, and monitoring. Search works better. Filters and reports stay reliable. Copilot answers based on real, correct tags. End users keep working the exact same way, and metadata drift disappears in the background.

CleanUp Features for SP Online:

- Auto file metadata correction
- Keep SharePoint files AI-ready
- Improve search, filters, reports
- Runs securely in the background
- Admin-controlled:
 - Configuration
 - Schedule
 - Notifications



MOONLIGHT 365 TECHNOLOGIES

A Microsoft 365 Solutions Company

Moonlight 365 Technologies, Inc. was founded to restore trust in technology consulting. We stand apart by delivering genuine solutions tailored to your needs - without hidden agendas or profit-driven recommendations.

For too long, consultancy has been synonymous with pushing billable hours or covertly favoring vendors that maximize margins. At Moonlight 365 Technologies, we're transforming that narrative.

By focusing exclusively on Microsoft 365 - the platform that many businesses, law firms, and corporate legal departments already rely on - we provide targeted, customer centric solutions that are built with Microsoft Technologies.

No More Software Subscriptions

You already subscribe to Microsoft 365. With Moonlight 365 and our Power App development, Power Automation development, or VBA development, you can have the tailored solution you need for a one-time cost-effective fee.

Built on Microsoft Technology

The solutions we provide are myriad, including Word Templates, SharePoint Design, Configuration and Deployment, Power BI, Power Apps, Power Automation, Microsoft Forms, Teams, Planner and Copilot.

Customized by Industry or Vertical

Solutions are customized to meet your business requirements, based on your industry or vertical processes. Harness the power of organization-specific solutions tailored to your business.