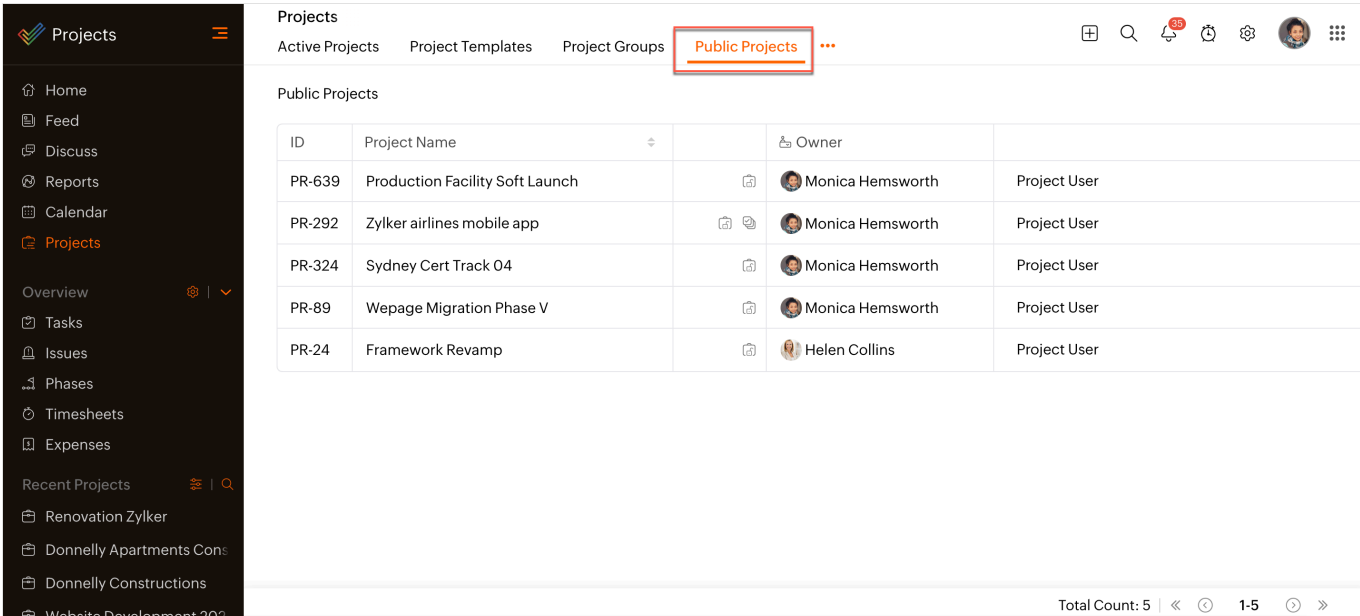


Public Projects

Public Projects can be accessed by all the users in the portal. Users who have not been added to the project can only view the project. They will not be able to add, edit or delete any work items in it.

View Public Projects

1. Click **Projects** in the left navigation panel.
2. Click the **Public Projects** tab.



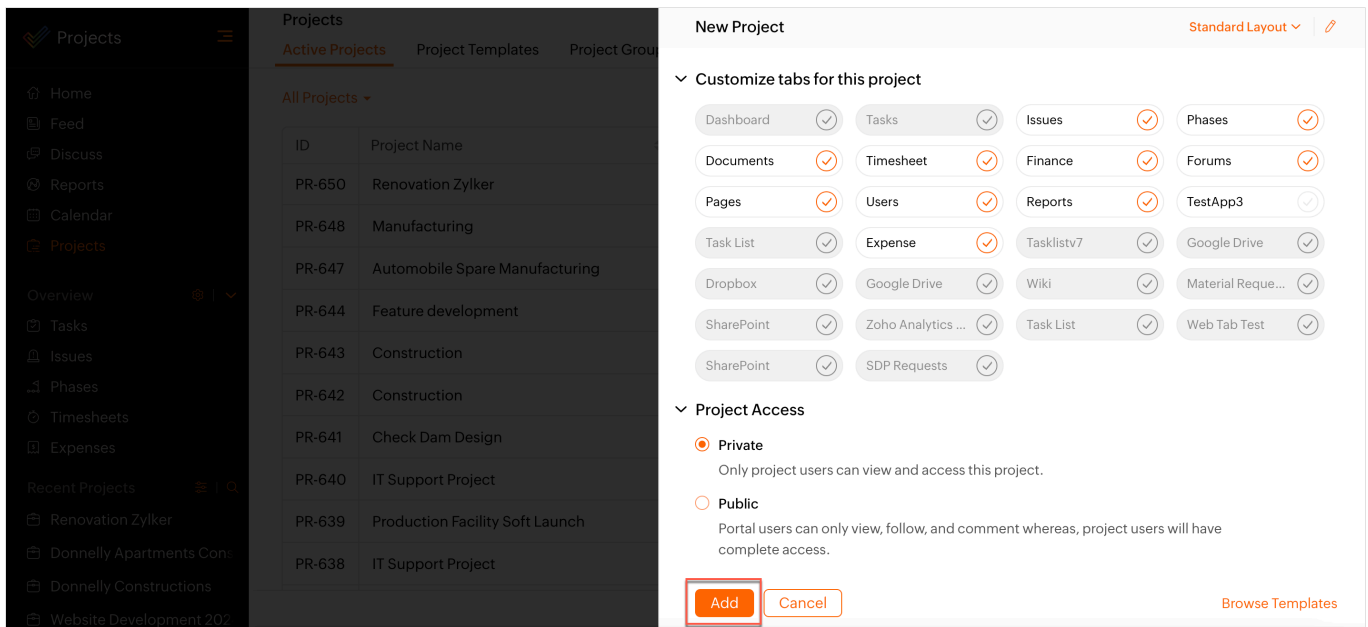
The screenshot shows the Zoho Projects web application. On the left is a dark sidebar with a 'Projects' menu item highlighted. The main content area has a top bar with tabs: 'Active Projects', 'Project Templates', 'Project Groups', and 'Public Projects' (which is selected and highlighted with a red box). Below the tabs, a table titled 'Public Projects' lists several projects. The table has columns for ID, Project Name, Owner, and Project User. The projects listed are PR-639, PR-292, PR-324, PR-89, and PR-24, all owned by Monica Hemsworth or Helen Collins, and all with 'Project User' as the project user. At the bottom right, there is a pagination bar showing 'Total Count: 5' and '1-5'.

ID	Project Name	Owner	Project User
PR-639	Production Facility Soft Launch	Monica Hemsworth	Project User
PR-292	Zylker airlines mobile app	Monica Hemsworth	Project User
PR-324	Sydney Cert Track 04	Monica Hemsworth	Project User
PR-89	Wepage Migration Phase V	Monica Hemsworth	Project User
PR-24	Framework Revamp	Helen Collins	Project User

Creating Public and Private Projects

You can choose to make your project go public or private. Private projects can be accessed only by the member project users, whereas public projects can be viewed and followed by all the portal users. In public projects, users will have only read access but they can view and follow projects and add comments. However, if you are the Admin, you will have all the access privileges even for public projects.


1. Click **Projects** in the left navigation panel.
2. Click **New Project** button.
3. Fill the project details and scroll down in the *New Project* form.
4. Select either *Private* or *Public* as per project requirement.



- While creating projects, set Project access to Private if you want the project to be accessed only by the project users in the selected project.
- If you set it to Public, the project will be followed and viewed by all the portal users. The public projects are highlighted with a distinct icon in the Projects list page.

Convert Private Projects to Public

You can convert the existing private projects to public. If a project is public, the portal users can view, follow, and comment whereas, project users will have complete access.

1. Click **Projects** in the left navigation panel and navigate to your project.
2. Hover over your project and click the **Access Project** option.
3. Click Open Details beside the Project Title.
4. Click  in the right panel.
5. Scroll down to the *Project Access* section.

6. Select Public to convert the private project to public.

Project PR-497

1% Donelley site construction

In Progress Surplus

Hours 1260:00 hrs Budget 105646:13 hrs Planned 05:21 hrs Actual (Billable) 105640:52 hrs Difference 105929:58 hrs Forecasted 12/27/2023 06:40 PM Last Sync

Description

This project is built to carry out the planning and construction of Donnelly Apartments for our client Leester Donnelly and Sons. This will involve offsite and onsite employees and supervisors collaborating on the different tasks and transactions.
This project spans for over 17 months and is expected to reach fruition by December 2021.

Project Information

Owner Monica Hemsworth

Status In Progress

Start Date 06/28/2023

End Date

Tags construction projects material cement heavy equipment layout city approvals

Task & Issues Prefix DS1

Group Name PR-Construction

Completed On

Additional Details

Project Type

Assign To

Project Information

PROJECT LAYOUT Standard Layout

TASK LAYOUT Standard Layout

ROLL-UP PROJECT

Enable this option to roll-up dates from tasks/subtasks to projects and Milestones. Work hours, time logs, and % completion will roll-up from subtasks to tasks.

STRICT PROJECT

Make this a strict project

PROJECT ACCESS

Private

Only project users can view and access this project.

Public

Portal users can only view, follow, and comment whereas, project users will have complete access.

See Also

[Back to help](#)

[Project Groups](#)

[Organize Project Tabs](#)

[Project Automation](#)

[Project Custom View](#)

[Project Dashboard](#)