



# 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.

| ID     | Project Name                    | Owner            |              |
|--------|---------------------------------|------------------|--------------|
| 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 |

Total Count: 5 | 1-5

## 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.

The screenshot shows the Zoho Projects interface. On the left is a dark sidebar with navigation options like Home, Feed, Reports, and Projects. The main area is divided into 'Active Projects' and 'Project Templates'. A table lists projects with columns for ID and Project Name. On the right, the 'New Project' configuration panel is open, showing options to customize tabs and set project access to either Private or Public. The 'Add' button at the bottom of the configuration panel is highlighted with a red box.



- 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.

The screenshot displays the Zoho Projects interface for a project named "Donelley site construction" (PR-497). The project is currently 1% complete and is in the "In Progress" status. The main area shows a summary of hours: Budget (1260:00 hrs), Planned (105646:13 hrs), Actual (Billable) (05:21 hrs), Difference (105640:52 hrs), and Forecasted (105929:58 hrs). The last sync was on 12/27/2023 at 06:40 PM. The description states that the project is for building Donnelly Apartments for Leester Donnelly and Sons, involving offsite and onsite employees. The project information section shows the owner as Monica Hemsworth, start date as 06/28/2023, and end date as blank. The status is "In Progress". Tags include "construction projects", "material", "cement", "heavy equipment", "layout", and "city approvals". The task and issues prefix is "DS1" and the group name is "PR-Construction". The additional details section shows the project type and assign to fields.

**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](#)