



Public Projects

The projects which you are a part of and made 'Public' by your in 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. Select **Public Projects** from the tabs listed at the top.

The screenshot shows the BugTracker interface. On the left is a dark navigation sidebar with 'Projects' highlighted. The main content area has tabs for 'Active Projects', 'Project Templates', 'Project Groups', and 'Public Projects' (which is selected). Below the tabs is a table of public projects.

ID	Project Name	Owner	Role
PR-696	Event Planner	Hemsworth Monica	Project User
PR-664	Bright House Appliances	Naik Sanskarika	Project User
PR-292	Zylker airlines mobile app	Hemsworth Monica	Project User
PR-324	Sydney Cert Track 04	Hemsworth Monica	Project User
PR-89	Wepage Migration Phase V	Hemsworth Monica	Project User
PR-24	Framework Revamp	Collins Helen	Project User

At the bottom right of the table area, it says 'Total Count: 6' and shows pagination controls for '1-6'.

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.

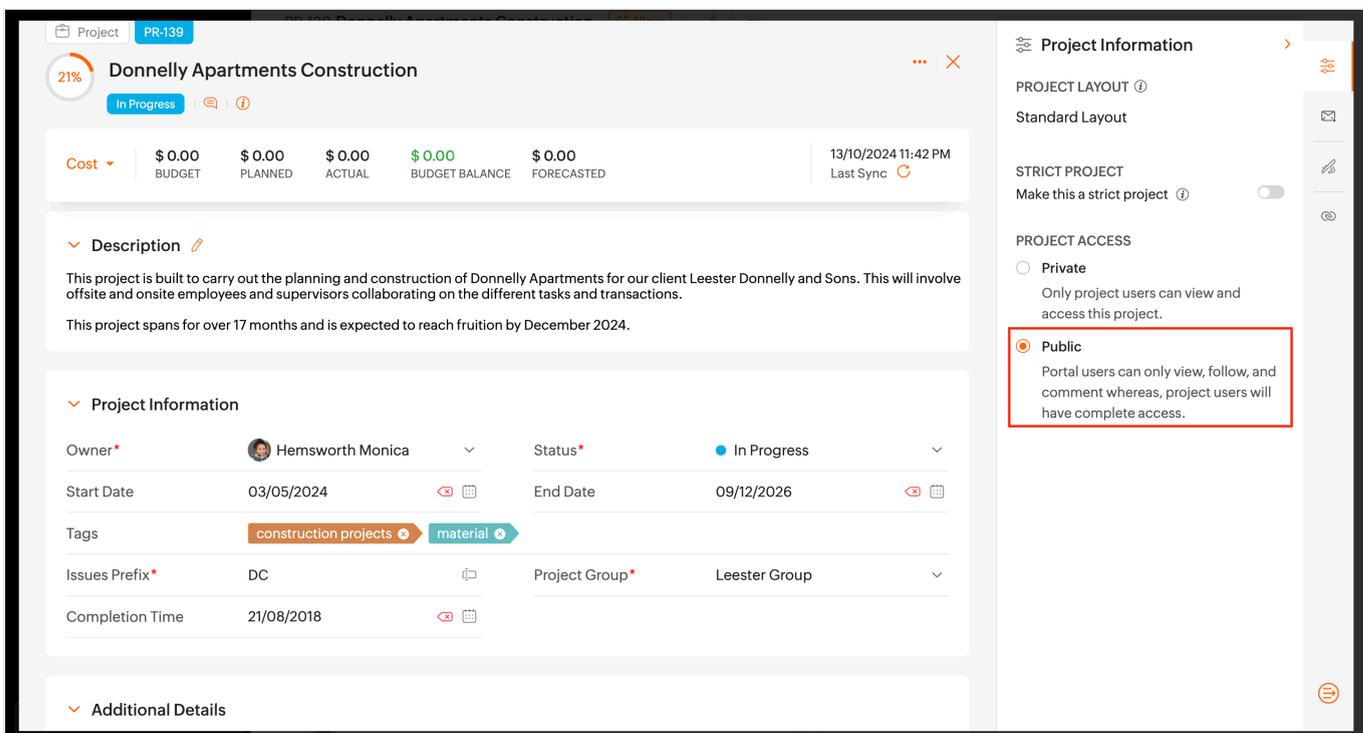


- While creating projects, set Project access to Private if you want the project to be accessed only by the project users in the selected project.
- If you set it to Public, the project will be followed and viewed by all the portal users. The public projects are highlighted with a distinct icon in the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



The screenshot displays the 'Project Information' sidebar for a project titled 'Donnelly Apartments Construction' (PR-139). The project is currently 'In Progress' with a 21% completion rate. The 'Project Access' section is visible, showing two options: 'Private' and 'Public'. The 'Public' option is selected, indicated by a red circle and a red box around the text: 'Portal users can only view, follow, and comment whereas, project users will have complete access.' The 'Private' option description reads: 'Only project users can view and access this project.'

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