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Set Forum Topic From

Private To Public

For Admin & Normal User
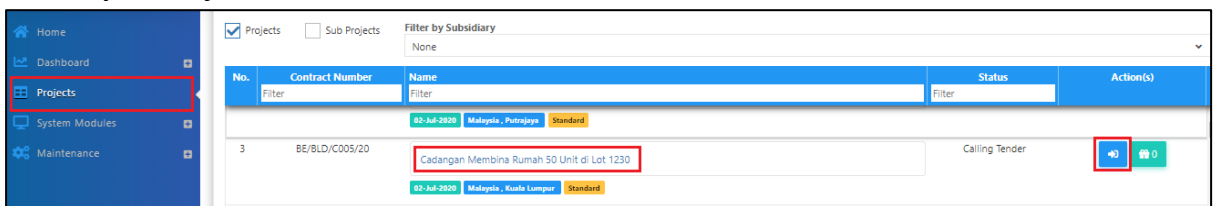
(BuildSpace Version 2.3)

Last updated: 13/10/2020
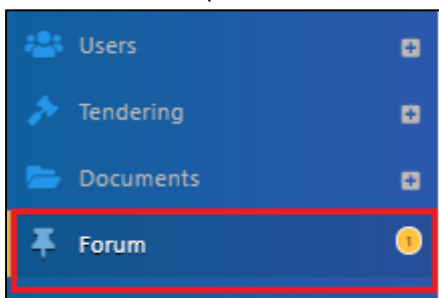
Set Forum Topic From Private To Public

Notes: **1) Topic that posted by tenderer will be treated as "Private" (tenderer's name will not be disclosed to another tenderer). Tenderer's name would not be displayed as it will only appear as "Anonymous".**

2) If one tenderer is asking a common question which you wish to disclose the message for other tenderers to view, you can set the topic to public that can allow all the tenderer to view the topic. _**(But tenderer's name will not be disclosed by another tenderers).**_
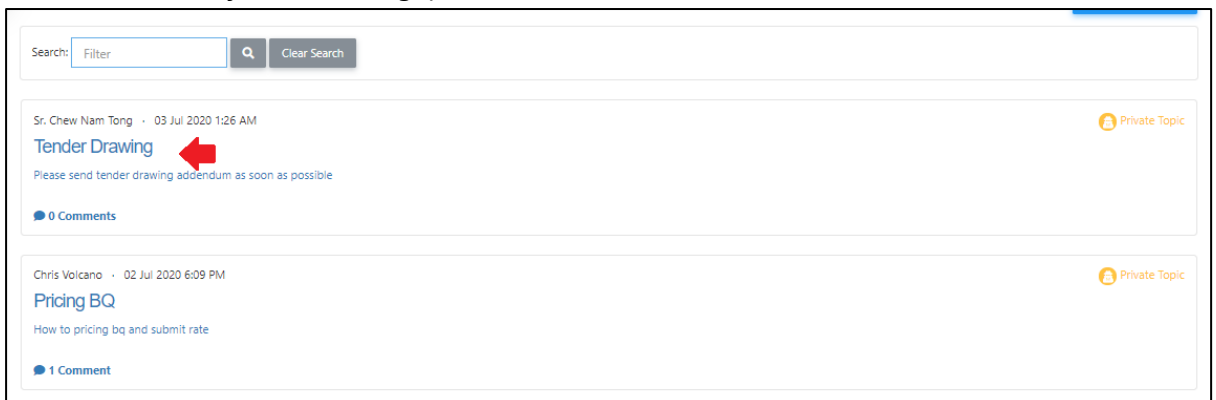
1. Login **BuildSpace eProject** system. Click **"Project"** and then click **"Project Title"** or click **"Open Project"**
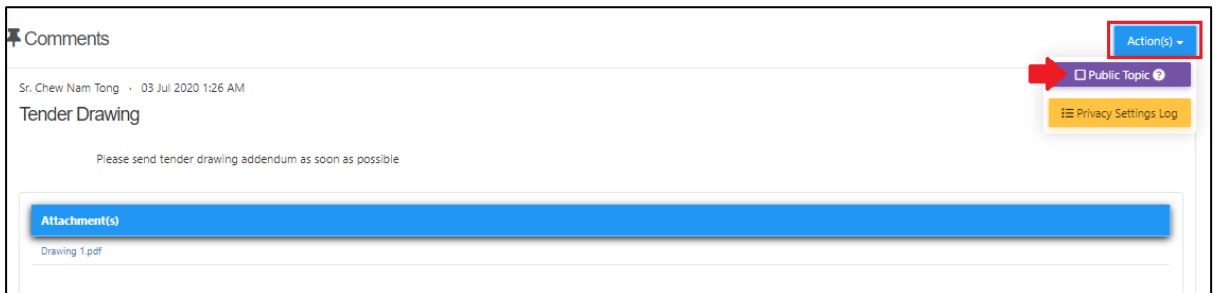

2. Click at **Forum**. _(Note: You can view number of unread messages in Forum module)_
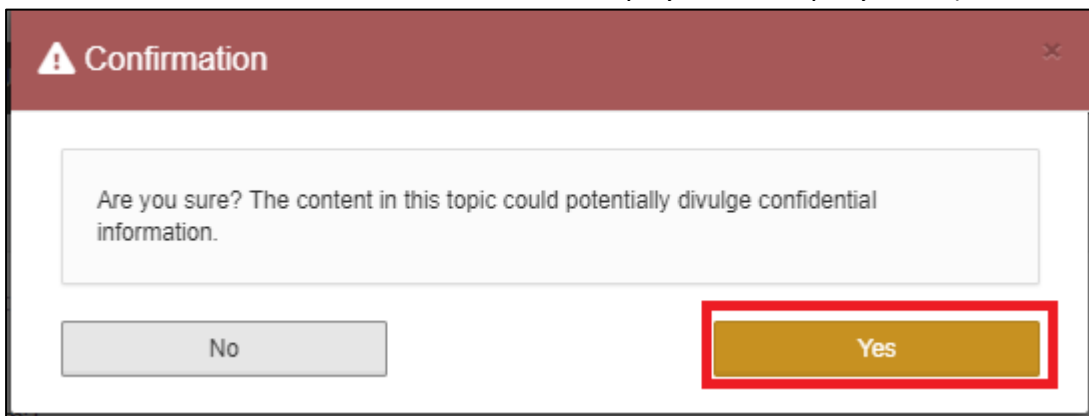

3. To set the topic to public, go to **Forum**, then select a topic that you wish to set as public. _(For example, to set "How to view BQ" topic to public to allow other tenderers to view the same forum message)_

4. Click at **Action(s)**, then tick **Public Topic**.

5. Once ticked, click **Yes** to proceed. *(Note: Once clicked Yes, the topic will be display to another tenderer. However, tenderer will not display their company name)*

6. Now the topic will set to **Public.**

Note: Tenderer's name will not be disclosed by other tenderers even their topic being set as "Public".