



**Andhra Pradesh State Skill  
Development Corporation**



# **ARCHITECTURAL MODELING USING REVIT**

## **SCHEDULES**

## SCHEDULE

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A schedule is a tabular display of information, extracted from the properties of the elements in a project. A schedule can list every instance of the type of element you are scheduling, or it can collapse multiple instances onto a single row, based on the schedule's grouping criteria.

You can create a schedule at any point in the design process. As you make changes to the project that affects the schedule, it automatically updates to reflect those changes.

For example, you can select a door in the project and change its manufacturer property. The door schedule would reflect the change to the manufacturer property.

You can add a schedule to a drawing sheet.


### Procedure:

1. Click View tab ➤ Create panel ➤ Schedules drop-down ➤  Schedule/Quantities.
2. In the New Schedule dialog, select a component from the category list. A default name appears in the Name text box, which you can change as necessary.
3. Select Schedule building components.
4. Specify the phase.
5. Click OK.
6. In the Schedule Properties dialog, specify the schedule properties.


Like

### FIELDS

If you want to add a field to the Scheduled Fields list then

- Click a field name in the Available Fields box, and click  (Add Parameter).
- The order of the fields in the Scheduled Fields box shows the order in which they appear in the schedule.

If you want to remove a field from the Scheduled Fields list then


- Select it from the Scheduled Fields list, and click  (Remove Parameter).

Note: When you remove a combined parameter, the combined parameter is deleted. You must redefine it to use it again.


If you want to move a field up or down in the list then

- Select the field, and click  (Move Up) or  (Move Down).


If you want to combine parameters in a single field then

- Click  (Combine Parameters). In the Combine Parameters dialog, select the parameters to combine, along with optional prefixes, suffixes, and separators.


If you want to modify a combined parameter then

- Select the field, and click  (Edit Parameter). In the Combine Parameters dialog, make your changes, and click OK.



If you want to delete a combined parameter then

- Select it from the Scheduled Fields list, and click  (Delete Parameter).


If you want to add a custom field then

- Click  (New Parameter), and select whether to add a project parameter or shared parameter.

If you want to modify a custom field then

- Select the field, and click  (Edit Parameter). In the Parameter Properties dialog, enter a new name for the field. Click  (Delete Parameter) to delete a custom field.

If you want to create a field whose value is calculated from a formula then

- Click  (Calculated Parameter). Enter a name for the field, set its type, and enter the formula for it using existing fields in the schedule.

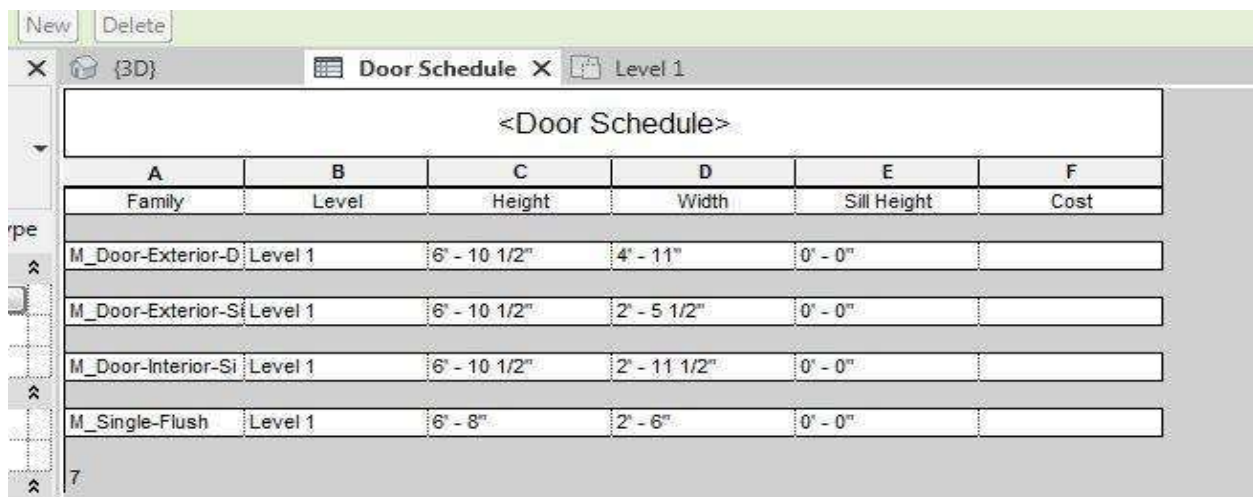
Now let's see **FILTER**

## FILTER

On the Filter tab of the Schedule Properties dialog create filters that limit the display of data in a schedule.

You can create up to 4 filters, and all filters must be satisfied for the data to display.

Example: You can use a filter in a door schedule that you want to filter by level. In the Filter tab, choose Level as the filtering parameter and set its value to level 3. The schedule displays only doors that are on level 1.



<Door Schedule>					
A	B	C	D	E	F
Family	Level	Height	Width	Sill Height	Cost
M_Door-Exterior-D	Level 1	6' - 10 1/2"	4' - 11"	0' - 0"	
M_Door-Exterior-S	Level 1	6' - 10 1/2"	2' - 5 1/2"	0' - 0"	
M_Door-Interior-Si	Level 1	6' - 10 1/2"	2' - 11 1/2"	0' - 0"	
M_Single-Flush	Level 1	6' - 8"	2' - 6"	0' - 0"	

Now let's see **SORTING/GROUPING**

## SORTING/GROUPING

On the Sorting/Grouping tab of the Schedule Properties dialog, you can specify sorting options for rows in a schedule, and add headers, footers, and blank lines to sorted rows.



You can also choose to show every instance of an element type, or collapse multiple instances onto a single row.

You can sort by any field in a schedule except Count.

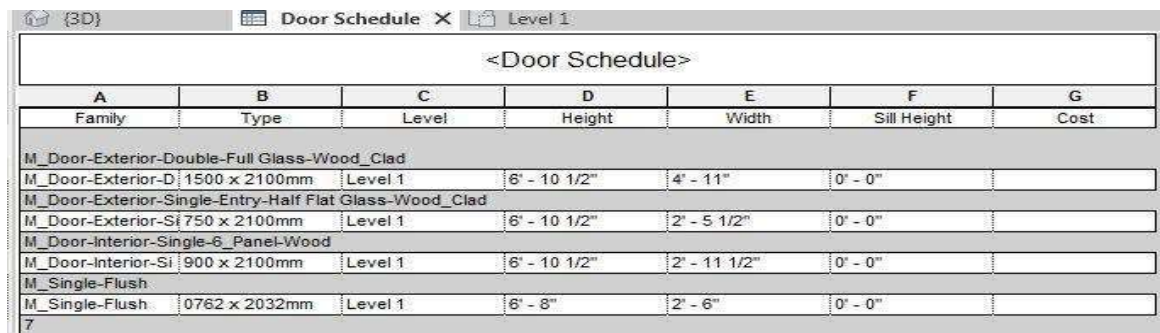
You can sort the elements either ascending or descending order

If you want to specify a sort field then

- Select a field for Sort By, and select Ascending or Descending. Select additional sort fields for Then By, if necessary.

If you want to add the sorting parameter value as a header for the sort group then

- Select Header.
- For example, you have sorted a door schedule by Family and Type. The result will be as displayed



A	B	C	D	E	F	G
Family	Type	Level	Height	Width	Sill Height	Cost
M_Door-Exterior-Double-Full Glass-Wood_Clad						
M_Door-Exterior-D	1500 x 2100mm	Level 1	6' - 10 1/2"	4' - 11"	0' - 0"	
M_Door-Exterior-Single-Entry-Half Flat Glass-Wood_Clad						
M_Door-Exterior-Si	750 x 2100mm	Level 1	6' - 10 1/2"	2' - 5 1/2"	0' - 0"	
M_Door-Interior-Single-6_Panel-Wood						
M_Door-Interior-Si	900 x 2100mm	Level 1	6' - 10 1/2"	2' - 11 1/2"	0' - 0"	
M_Single-Flush						
M_Single-Flush	0762 x 2032mm	Level 1	6' - 8"	2' - 6"	0' - 0"	

If you want to add footer information below the sort group then

- Select Footer. When you select Footer, you can select the information to display.
- **Title, count, and totals:** Title shows the header information. Count shows the number of elements in the group. Both title and count appear left-justified below the group. Total shows the subtotal below a column that can have a total. Examples of columns having subtotals are Cost and Count. You can have totals calculated for these columns on the Formatting tab.
- **Title and totals:** Displays title and subtotal information.
- **Count and totals:** Displays both count values and subtotals.
- **Totals only:** Displays subtotals only for columns that can have them.

If you want to insert a blank line between sort groups then

- Select Blank Line.

If you want to itemize every instance of an element in the schedule then

- Select itemize every instance. This option displays all instances of an element in individual rows. If you clear this option, multiple instances collapse to the same row based on the sorting parameter. If you do not specify a sorting parameter, all instances collapse to one row.

Now let's see **FORMATTING**

## FORMATTING

You can define schedule formatting options such as column orientation and alignment,



hidden fields, and conditional formatting using the Formatting tab of the Schedule Properties dialog  
If you want to edit the heading that appears above a column in a schedule then

- Select the heading field to edit it.

If you want to specify the orientation of a column heading on a sheet then

- Select a field. Then for Heading Orientation, select an orientation option.

If you want to align text in a column then

- Select a field, and then select an alignment option from the Alignment drop-down menu.

If you want to format the units and appearance of numeric fields then

- Select a field, and then click Field Format. The Format dialog opens. Clear Use project settings and adjust numerical formatting. A field with a numerical value and units must be selected for the Field Format button to be active

If you want to hide a field in a schedule then

- Select a field, then select Hidden field. This option is useful when you want to sort the schedule by a field, but you do not want that field to display in the schedule.

If you want to display subtotals for a numeric column in a summary schedule then

- Select a field in a numeric column, and then select Calculate totals from the drop-down. This setting is available only for fields that can be totaled, such as room area, cost, count, or room perimeter. If you clear the Grand Totals option on the Sorting/Grouping tab, no totals display.

**Note:** Subtotal calculations only display on summary schedules. Deselect Itemize every Instance on the Sorting/Grouping tab to view calculations.

If you want to include the conditional formatting of a field on a sheet then

- Select a field, then select Show conditional format on sheets. The formatting will display on a sheet and print.

If you want to highlight a cell in a schedule based on a set of conditions then

- Select a field, and then click Conditional Format. Adjust the formatting parameters in the Conditional Formatting dialog.

If you want to display minimum, maximum or both minimum and maximum results for a numeric column in a summary schedule then

- Select a field in a numeric column, then select Calculate minimum, Calculate maximum, or calculate minimum and maximum from the drop-down.
- This setting is available only for fields that can be totaled, such as room area, cost, count, or room perimeter.
- If you clear the Grand Totals option on the Sorting/Grouping tab, no totals display.

**Note:** Minimum and maximum calculations only display on summary schedules. Deselect Itemize every Instance on the Sorting/Grouping tab to view calculations.

If you want to lock the main header and column headers in place so they are always visible as you scroll through the current schedule, even when you scroll down to see lower rows.

- Click the Freeze Header button in the ribbon. Click the Freeze Header button a second time to unlock the headers.
- You may not be able to see the headers in all schedule views if you unlock them.



Note: You can't freeze or unfreeze headers in graphical column schedules or panel schedules.

## To Hide or unhide column

- You can show or hide columns while in the schedule view.
- To hide a column, select a cell in the column, and then right-click.
- From the context menu, select Hide Column(s).
- To display all hidden columns, right-click in the schedule views, and select Unhide All Columns.

Now let's see **APPEARANCE**

## APPEARANCE

You can specify various options such as grid lines, outlines, and font style using the Appearance tab of the Schedule Properties dialog

If you want to display grid lines around schedule rows then

- Select Grid lines, and then select the grid line style from the list. You can create a new line style if needed.

If you want to extend vertical grid lines into headers, footers, and spaces then

- select Grid in headers/footers/spacers

If you want to display a border around the schedule then

- Select Outline, and then select a line style from the list.
- The border displays when you add a schedule to a sheet view.
- If you clear this option, but the Grid lines option is still selected, the grid line style is used as the border style.

If you want to insert a blank row before the data rows then

- Select Blank row before data. This option affects both the schedule segment on the sheet and the schedule view.

If you want to display the title of the schedule then

- Select Show Title.

If you want to display the headers of the schedule then

- Select Show Headers.

If you want to specify the font for the title text then

- Select a text type from the Title text list.

If you want to specify the font for the heading text then

- Select a text type from the Header text list.

If you want to specify the font for the body text then

- Select a text type from the Body text list.

Finally, after making all required changes click **OK**