

Export Schedule From Revit

Once all your items appear on your schedule, you need to export and save your schedule as an .xls (Excel spreadsheet).

Open your Schedule in Revit by double clicking in the Project Browser. Ensure the date on your schedule name matches the date on the schedule on the [downloads page](#).

[image.png](#)

Click FILE > EXPORT, hover over the arrow to scroll down until you see REPORTS > SCHEDULE. Note that this option will be grey unless you have the schedule open on your screen.

Save the schedule to your computer, ideally with your other project files and somewhere you will be able to find it easily.

Click 'ok' on this prompt. DO NOT change any settings. Now you're ready to upload.

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