

# Populate your Schedule by Adding Mark & Area

An Artcraft order is essentially a listing of the items for purchase and manufacturing that appear on the layout drawings, either on plan view, but most often now on each elevation. A properly written order has each item corresponding to each item on the drawing. Now that we are drawing in Revit, it's important to continue this tradition. Itemizing your drawing in Revit is done by manually setting a series of item numbers, or Marks (in Revit speak) for each of the areas you want to differentiate. Each area will become a separate quote within the project once the schedule, created from your project drawing is imported into Akolades. For example, your project may contain 2 areas, say a kitchen perimeter and an island that differ enough that you want to price and order in different quotes. To do this, each item in your drawing needs to be assigned and itemized to one of the areas.

Your Artcraft Template includes the correct Schedule to upload your project to Akolades. You need to populate that Schedule by assigning a Mark and an Area to each item in your project.

You can see all your schedules by clicking the 'Schedule' tab in your Project Browser.

Ensure that you have the latest schedule by checking the date -- it should match the date that appears on the [downloads page](#).

[image.png](#)

## Marks

Marks are tags to identify items in Project. Items need to be marked to appear on your Revit Schedule.

Your Artcraft Template includes Mark families for Circle, Octagon, Square and Triangle. Think of the shape as a window showing you the Mark that is assigned to your family. Revit and Akolades do not read the shape.

You can find these families by scrolling down in your Project Browser (Annotation Symbols > Mark Circle) **OR** by opening the Annotate tab at the top of the screen and choosing "Multi-Category Tag."

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**OR**

[image.png](#)

Once your Mark is selected, turn off the leader line option in the Properties Box.

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Then drag and drop your Mark over an item to assign the item a mark.

**“ IMPORTANT: Use different shaped marks for different areas that appear on the same page.**

## Area

Items also need an area to correctly populate your schedule. Items within the same area will upload to the same quote. Different areas will generate different quotes in Akolades.

You can see or edit the Area in column A on the schedule.

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You can see and edit Area from the Properties box, under Identity Data, when you select the family.

To assign an area for the first time, just type it either on Column A of the schedule or in the Area field in your Properties browser.

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Once you've used an Area name once, it will appear on a dropdown menu on both the Schedule and the Identity Data > Area field.

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