

# Upload Your Schedule to Akolades

Sign into Akolades. Click on 'Quotes' tab.

[image.png](#)

Select your name from the drop down. Then click the New Project button.

[image.png](#)

Name your project and then click the 'Import Revit' button.

[image.png](#)

Click 'Select Files' and find the Excel file version of your Schedule that you just saved.

[image.png](#)

Your upload will say complete. Now you can enter header fields. These will apply to all generated quotes within the project.

[image.png](#)

Each Area from your Schedule will create a different quote. Specify the details for each. If they are all the same, you can use the "Copy Selections to All" Option.

A preview of your items in each area will appear. Please verify imported quote details before proceeding.

[image.png](#)

Click the "Submit & go to Attachments" button to proceed.

[image.png](#)

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