

## Xactimate 27 Classroom Training—Course Summary

### Course Overview

The Xactimate 27 Training Course is designed for new to intermediate Xactimate users. Students in this course will acquire the knowledge and skills needed to create accurate estimates using a variety of Xactimate 27 tools. Students will be taught the most efficient ways to set up, sketch, scope, and deliver professional estimates. All this is done while preparing students for Level 1 and 2 certification exams.

### Course Prerequisite

Students of this course should meet the following prerequisites before attending class:

- Basic computer skills
  - Starting and shutting down a computer
  - Using a keyboard and mouse (understanding left and right mouse clicking)
  - Basic typing skills
  - Opening software applications
  - Navigating through software application windows
  - Basic Internet navigation skills
- Understand the Property Loss industry and terminology
- Laptop with Xactimate 27 installed
- External computer mouse

### Course Environment

This course is a three-day, instructor-led, classroom training. Presentation, discussion, and classroom exercises are directed by a certified Xactware instructor. Students complete a variety of practice estimates and hands-on Xactimate exercises. The instructor incorporates the teaching methodology of demonstrate, participate, and practice. After receiving a demonstration of Xactimate concepts by the instructor, students participate in a discussion and then practice the concepts within Xactimate. During the course progression, exercises build on previously taught concepts to provide reinforcement.

### Skills and Objectives

Students of this course will learn the following:

- General administration of Xactimate 27, including the set up of user preferences, project/system defaults, and basic program navigation
- The 5-step process to create a variety of different property loss estimates (water, wind\hail, fire, collapse, etc.)
- To create a variety of different building diagrams within sketch including: interiors, exteriors, roofs, and more
- A variety of searching techniques used to find the correct line items and utilize Xactware pricing data
- Utilize variables and calculations to accurately and efficiently calculate item quantities
- Increase efficiency by setting up user preferences, using sketch templates, macros, and retrieving scope
- Add annotations and images to provide additional clarity and detail
- Personalize and print a variety of professional estimate and claim reports