

## XACTIMATE 25 REPORT EDITOR VIRTUAL CLASSROOM TRAINING COURSE OBJECTIVES

### ■ COURSE SUMMARY:

The Xactimate 25 Report Editor Virtual Classroom Training is designed for Xactimate users who are in need of customizing Xactimate pre-built reports to address their company's needs. Students in this course will be taught how to remove, add, and modified existing reports.

### ■ COURSE REQUIREMENTS:

- Computer and Internet System Requirements:
  - DSL or faster Internet connection
  - 256 MB of RAM or better
  - 1 GHz processor or faster
  - MS Internet Explorer (Web Browser)
  - Telephone within close proximity to computer
- Basic Computer Skills
  - Ability to comfortably navigate through Internet Explorer
  - Basic Windows and keyboard knowledge
- Knowledge of the Property Loss industry and terminology

### ■ COURSE ENVIRONMENT:

This course is a two-hour, instructor led, web training session. Presentation and discussion are directed by a Certified Xactware Trainer. Students view the presentation via web conference and participate using their phone.

### ■ SKILLS AND OBJECTIVES:

Students of this course will learn the following:

- Comfortably navigate various components of the Report Editor.
- How to duplicate and modify and existing Xactimate Report.
- Understanding of the building blocks of Xactimate Reports.
- How to test and distribute custom reports for production use.