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## XACTANALYSIS SP TRAINING ONLINE COURSE OUTLINE

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### ■ COURSE OVERVIEW:

- TRAINER INTRODUCTION
- SUMMARY OF COURSE AND OBJECTIVES
- WEB SESSION RULES AND EXPECTATIONS
- SCHEDULE AND TIMELINE
- CREATE XACTANALYSIS SP DESKTOP SHORTCUT\ADD TO FAVORITES

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## XACTANALYSIS SP WELCOME PAGE

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- DATA SET
- CUSTOMIZE THESE OPTIONS
- QUICK SEARCH (ADVANCED SEARCH)
- QUICK VIEW

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## TRAINER FEATURE DEMONSTRATION

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### ■ USER ADMINISTRATION

- NOTIFICATION RULES
- CONTACT METHODS
- USER INFORMATION
- PERSONAL ADDRESS BOOK
- PRICING FEEDBACK
- MARKET YOUR CREDENTIALS
- COMPANY SETUP

### ■ ASSIGNMENTS

- SEND AN ASSIGNMENT
- IN PROGRESS
- RETURNED TO XACTNET
- ADVANCED SEARCH
- ALL ACTION ITEMS

### ■ ADVANCED ASSIGNMENT SEARCH

- SET FILTERS
- HELP WIZARD
- SEARCH RESULTS

## ■ ASSIGNMENT DETAILS:

- DETAILS
- CLIENT POLICY
- MAP
- ACTION ITEMS
- NOTES
- DOCUMENTS
- PHOTOS
- SKETCHES
- HISTORY

## ■ ACTIVITY REPORTS:

- REPORT SELECTIONS
  1. Assignment Activity
  2. Assignment Aging
  3. Assignment Summary
  4. Estimate Correction Summary

## ■ INDUSTRY TREND REPORTS

- REPORT OPTIONS
- SELECT LOCATION
- RESEARCH AND ANALYSIS OVERVIEW

## ■ HELP OPTIONS

- WHAT'S NEW
- USERS GUIDE
- REAL-TIME TRAINING
- SUPPORT

## ■ CONCLUSION

- RECAP MATERIAL COVERED AS IT RELATES TO COURSE OBJECTIVES
- REINFORCEMENT TRAINING OPTIONS
- QUESTION AND ANSWER SESSION
- STUDENT FEEDBACK SURVEY