

## XACTCONTENTS VIRTUAL CLASSROOM TRAINING COURSE OBJECTIVES

### ■ COURSE SUMMARY:

The XactContents Virtual Classroom Training is designed to teach users how to create estimates for content replacement using XactContents. Students will be taught the most effective methods of searching through Xactware's contents database, which contains more than half a million retail items. Additionally, students will be taught a variety of XactContents features used to create content estimates and increase efficiency.

### ■ 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 Xactimate 25 skills
  - Ability to comfortably navigate Xactimate 25
  - Ability to create an Xactimate 25 estimate from start to finish
  - Basic Estimate Items knowledge
  - Basic Windows and keyboard knowledge
- Knowledge of the Property Loss industry and terminology

### ■ COURSE ENVIRONMENT:

This course is a two-hour, instructor led, virtual, 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 Xactimate 25 and its XactNet communication components.
- Easily import inventory lists from other sources
- Accurately calculate replacement cost items based on actual pricing from retailers
- Adding of continuous line items quickly through the Quick Entry tool
- Using integrated web searches to find replacement items while you continue working
- Immediately find items by searching by model name, manufacturer, or item features
- Easily handle obsolete or discontinued items resulting in like-kind-quality replacements
- Access accurate pricing of over 450,000 content items updated weekly
- Automatically calculate depreciation by entering item's age
- Using a graphical search option by clicking on an image and drilling down to specifics