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## XACTIMATE 25 ADVANCED TRAINING COURSE OBJECTIVES

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### ■ COURSE SUMMARY:

The Xactimate 25 Advanced Training Course is designed for intermediate to advanced Xactimate users. Each class is customized to meet the business needs and learning objectives of the students. Students in this course will build on their Xactimate knowledge and skill, learning to create complex floor plans and roofing estimates. Students will be taught advanced variables, shortcuts, and calculation usage. The course will also focus on a variety of estimating methods which will increase overall efficiency. All this is done while preparing students for the level 3 certification exam.

### ■ COURSE PREREQUISITE:

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

- Basic Computer skills
  - Starting and shutting down a computer
  - Comfortable 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.
- Comfortable creating estimates in Xactimate
- Proficient creating floor plans with Sketch
- Understand Property Loss industry and terminology
- It is recommended (but not required) that students attend the basic Xactimate 25 training prior to attending this course.

### ■ COURSE ENVIRONMENT:

This course is a two-day, instructor led, classroom training. During the early stages of the course, the instructor will take inventory of the topics the students would like covered to meet their business needs. The instructor will then incorporate the topics into the two day course materials. Presentation, discussion, and classroom exercises are directed by a Certified Xactware Trainer. Students participate in workbook and hands-on Xactimate exercises. Each student must have a computer with external mouse to participate in the Xactimate exercises. The instructor incorporates the teaching methodology of Demonstrate, Participate, then Repeat. After receiving demonstration of Xactimate concepts by the instructor, students participate in exercises which allow them to practice the concepts. During the course, exercises build on previously taught concepts to provide repetition and reinforcement.

### ■ SKILLS AND OBJECTIVES:

Students of this course will learn how to do the following:

- Manage their Xactware pricing data by creating custom line items, creating frequently used price lists, and using the compare / merge price list feature.
- Create custom Microsoft Word / Excel documents using Xactimate tokens.
- Create complex floor plans and roofs in Sketch, such as multi-family homes, decks, exterior staircases, multi-level roofs, dormers, and multi-level floor plans.
- Create exterior estimates in Sketch with the use of Sketch Level variables.
- Add estimate line items using the Plan View and Elevation View in Sketch.
- Write estimates from the Summary screen along with the global editing capability of the Summary screen.
- Understand the usage of 3<sup>rd</sup> party integration, work orders, and bid worksheets.
- Become familiar with how to customize reports using the built-in Report Editor.
- Be prepared to take the Level 3 Certification exam.