

XACTIMATE 25 ADVANCED VIRTUAL CLASSROOM COURSE OBJECTIVES

■ COURSE SUMMARY:

This Xactimate 25 Advanced Virtual Classroom Course is designed for intermediate to advanced Xactimate users. Students in this course will build on their Xactimate knowledge and skill as they learn to create complex floor plans and roofing estimates. Students will be taught advanced use of variables, calculations, keyboard shortcuts and methods to increase efficiency. Additionally, each class is customized to meet the business needs and objectives of the students enrolled in the class. 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:

- Computer and Internet System Requirements:
 - DSL or faster Internet connection
 - Computer with Xactimate 25 installed (which meets minimum system requirements)
 - External mouse and printer accessibility
 - MS Internet Explorer (Web Browser)
 - Telephone with headset or hands-free capability within close proximity to computer
- Computer Skills:
 - Comfortable accessing and navigating through the Internet
 - Comfortable navigating through Windows and other installed computer software
 - Experience saving or renaming a computer file (such as a picture, music, or Word file)
 - Basic typing proficiency (15+ words per minute)
- Xactimate Requirements:
 - Attended Xactimate Basic Training (or comparable field experience)
 - Experience creating estimates in Xactimate
 - Ability to Sketch simple room and roof diagrams

■ COURSE ENVIRONMENT:

This course is conducted in a virtual classroom environment accessed through the Internet and telephone. The virtual classroom leverages state-of-the-art Internet and telecommunications technology to deliver training similar to that offered in Xactware's regional training seminars. Students complete practice estimates, quizzes and other engaging activities facilitated by a Certified Xactimate Trainer. In addition to the hands-on experience received in the virtual classroom, students must complete three one-hour study sessions outside of class. The 12½ hour course consists of five virtual classroom sessions and the three self-study sessions.

■ SKILLS AND OBJECTIVES:

Students of this course will:

- Complete estimates with complex floor plans and roof systems (multi-level roofs, dormers, etc).
- Create interior and exterior repair estimates using advanced variables and calculations.
- Customize line items and price lists using Frequently Used Items and Compare/Merge features.
- Generate custom Microsoft Word / Excel documents using Xactimate tokens.
- Add and modify estimate line items using the Plan View and Elevation View in Sketch.
- Write estimates with global editing capability from the Summary screen.
- Understand the usage of 3rd party integration, work orders, and bid worksheets.
- Become familiar with how to customize reports using the built-in Report Editor.
- Receive answers regarding specific workflow and business needs.
- Be prepared to take the Level 3 Certification exam.