

XACTIMATE 25 TRAINING COURSE OBJECTIVES

■ COURSE SUMMARY:

The Xactimate 25 Training Course is designed for new to intermediate Xactimate users. Students in this course will acquire the knowledge and skills needed to quickly create accurate estimates using a variety of Xactimate 25 tools. Students will be taught the most efficient ways to set-up, dimension, scope, and deliver professional estimates. All this is done while preparing students for level 1 and 2 certification exams.

■ 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
- Understand Property Loss industry and terminology

■ COURSE ENVIRONMENT:

This course is a three-day, instructor led, classroom training. Presentation, discussion, and classroom exercises are directed by a Certified Xactware Trainer. Students participate in workbook and hands-on Xactimate exercises. Each student needs 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 allowing them to practice those concepts. During the course progression, exercises build on previously taught concepts to provide repetition and reinforcement.

■ SKILLS AND OBJECTIVES:

Students of this course will learn the following:

- Basic administration of Xactimate 25, including setup of user preferences, project \ system defaults, and basic program navigation.
- How to download and utilize Xactware pricing data to create competitive estimates.
- The steps required to create an estimate from start to finish in Xactimate.
- Rapidly create professional floor plans in Sketch, which provide dimensions and quantities used for estimation.
- Several methods used to search pricing data, helping students to quickly add items to an estimate.
- Add items to an estimate using Sketch, Estimate Items, and Summary modules.
- A wide variety of tools and techniques to help save time when scoping an estimate.
- How to import digital images to an estimate and provide annotation support.
- How to print and export a variety of professional estimate reports.