

XACTIMATE 25 VIRTUAL CLASSROOM TRAINING COURSE OBJECTIVES

■ COURSE SUMMARY:

This course provides over 16 hours of fun interactive training while allowing students the ability to participate from the convenience of their home or office. Intended for new to intermediate Xactimate users, this course will give students 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, sketch, 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:

- Computer and Internet System Requirements:
 - DSL or faster Internet connection
 - Computer with Xactimate 25 installed (which meets minimum system requirements)
 - External Mouse
 - 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
 - Can comfortably navigate through windows and other installed computer software
 - Experience saving or renaming a computer file (such as a picture, music, word files)
 - Basic typing proficiency (15+ words per minute)
- Basic Knowledge of Estimating or Property Loss terminology

■ 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 that is more effective and engaging than that of a brick and mortar classroom. 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 are required to complete three one-hour study sessions during the course of the training class. The 16.5 hour course consists of five virtual classroom sessions and the three self study sessions. Sessions can be taken during the morning or afternoon allowing scheduling flexibility.

■ 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.
- How to create professional floor plans and roofs in Sketch, providing dimensions and quantities used for improve estimation accuracy and efficiency.
- Several methods of searching pricing data, helping students to quickly add items to an estimate.
- How to 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.