

## ContentsTrack – Course Summary (Virtual Classroom)

### Course Overview

This course provides engaging, interactive training while allowing students to participate in the convenience of their home or office. The ContentsTrack training course is designed for individuals who possess a familiarity with contents pack-out and pack-back processes.

Students in this two-hour course will be shown how to use ContentsTrack to simplify and automate cataloging, categorizing, and tracking personal property that needs to be stored, cleaned or replaced. This course will also demonstrate how intuitive and easy it is to use ContentsTrack to document and track personal property losses.

### Course Prerequisite

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

- Computer and Internet system requirements:
  - High-speed Internet with Internet Explorer
  - Laptop with ContentsTrack installed and external mouse
  - Mobile Device with the ContentsTrack App installed
  - Printer accessibility
  - Telephone with headset or hands-free capability in close proximity to computer
- Computer skills
  - Comfortable accessing and navigating through the Internet
  - Comfortable navigating Windows and other installed computer software.
  - Experience saving or renaming a computer file (such as a picture, audio, etc.)
  - Basic typing proficiency (15+ words per minute)
- Understand the pack-out work flow 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:

- General administration of ContentsTrack, including setup of Containers, the Online Instance, and the Mobile Device
- Creation of jobs and how to send them to mobile devices to gather the onsite inventory
- Documenting and gathering an inventory
- Returning the gathered inventory to the Online Instance
- Tracking the inventory
- Creation of ad hoc jobs
- Integration with Xactimate and XactContents