

## XactContents – Course Summary (Virtual Classroom)

### Course Description

The XactContents Online Training Course is designed for Xactimate users to find replacement costs for nearly any residential content item. Students in this course will be taught XactContents features and shown how to utilize new features to increase estimating efficiency and accuracy.

### Course Requirements

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

- Computer and Internet system requirements:
  - High-speed Internet connection
  - MS Internet Explorer 7+ (Web Browser)
  - Telephone within close proximity to computer
- Basic computer skills
  - Ability to comfortably navigate through Internet Explorer
  - Basic Windows and keyboard knowledge
- Knowledge of the property loss industry and terminology
- Basic Xactimate 28 skills
  - Ability to comfortably navigate Xactimate 28
  - Ability to create an Xactimate 28 estimate from start to finish
  - Basic Estimate Items knowledge

### Course Environment

This is a two-hour web training presentation and discussion, 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 how to:

- Comfortably navigate Xactimate 28
- Easily import inventory lists from other sources
- Accurately calculate replacement cost items based on actual pricing from retailers
- Adding of continuous line items quickly through the Quick Entry tool
- Using integrated web searches to find replacement items while you continue working
- Immediately find items by searching by model name, manufacturer, or item features
- Easily handle inactive or discontinued items resulting in like-kind-quality replacements
- Access accurate pricing for over 1 million vendor items which are updated weekly
- Automatically calculate depreciation by entering an item's age