

Xactimate Training – Course Summary

Course Description

The Xactimate Training Course is designed for new to intermediate Xactimate users. Students in this course will be introduced to the techniques and best practices needed to create small to medium loss estimates using a variety of Xactimate 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 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

Laptop with Xactimate installed External computer

mouse

Course Environment

This course is a three-day, instructor-led, classroom training. Presentation, discussion, and classroom exercises are directed by a certified Xactware instructor. Students complete a variety of practice estimates and hands-on Xactimate exercises. The instructor incorporates the teaching methodology of demonstrate, participate, and practice. After receiving demonstration of Xactimate concepts by the instructor, students participate in discussion then practice the concepts within Xactimate. During the course progression, exercises build on previously taught concepts to provide reinforcement.

Skills and Objectives

Students of this course will learn how to:

General administration of Xactimate, including setup of claim information, adding new projects, and basic program navigation

The 4-step process to create a variety of small and medium property loss estimates, including water, wind, hail, and fire

How to create a variety of different building diagrams within Sketch including: small/medium interiors and exteriors, roofs and more

Use a variety of searching techniques used to find the correct line items and utilize Xactware pricing data

Become familiar with the Labor Cost Model, including Labor Minimums

Add annotations and images to provide additional clarity and detail

Personalize and print a variety of professional estimate and claim reports