

## Flood Estimation – Course Summary (Virtual Classroom)

### Course Description

This course teaches students how to use the Flood Form Administration to complete the forms required by FEMA and many insurance companies. Students will also learn how the Flood Forms Administration window in Xactimate provides a single location to add and maintain information required in flood forms. Additionally, students will enter information in the building/occupancy, foundation, and other tabs a single time, learning how this information will update forms automatically.

### 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

### 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:

- Introduction to Flood Forms
- Claim Info Overview:
  - Insured info
  - Coverage/loss
  - Parameters
- Flood Forms Administration:
  - Selecting forms and reports
  - Building occupancy
  - Foundation/exterior
  - Contents
  - Flood origin
- Flood Form Reporting Features
  - Preliminary
  - Proof of loss
  - Final report