

## Xactimate Macros and Templates – Course Summary (Virtual Classroom)

### Course Overview

This course provides an interactive training while allowing students the opportunity to participate from the convenience of their home or office. The Understanding Xactimate Macros and Templates Training Course is designed for students with a fundamental level of sketching and estimating line items for routine, small and medium property losses within Xactimate.

Students in this two-hour course will be shown sketching and estimating at a more efficient level for repetitive tasks. This course will demonstrate how to retrieve pre-built macros, create custom macros, saving a template, and loading a template from their library and the Xactware Online Sketch Gallery.

### 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 Xactimate installed and external mouse
- Telephone with headset or hands-free capability within close proximity to computer

Computer skills

- Comfortable accessing and navigating through the Internet
- Comfortable navigating through Windows and other installed computer software
- Basic typing proficiency (15+ words per minute)

Knowledge of property loss industry and terminology

Fundamental experience with Xactimate including Sketch and Estimate Items

### 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:

The general purpose and functions of Macros and Templates

Creating and using Macros in the Sketch and Estimate Items tabs

How to use the Xactware Online Sketch Gallery

How to use Macros and Templates to increase speed and accuracy in routine estimating tasks