

## Xactimate Refresher – 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 Xactimate Refresher course is designed for new-to-intermediate Xactimate users who have demonstrated a working knowledge of Xactimate.

Students in this course will build on their basic skills and knowledge of sketch to create more accurate estimates using a variety of Xactimate tools, techniques and best practices. The end objective is to help students understand sketch and estimating in Xactimate, and can use the tools and techniques taught to be more productive and proficient estimators.

### 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
- Printer accessibility
- 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 conducted in a virtual classroom environment accessed through the Internet and telephone. The virtual classroom leverages high-speed Internet and telecommunications technology to deliver classroom-like training. Students complete practice estimates, quizzes and other engaging activities facilitated by a certified Xactimate instructor.

### Skills and Objectives

Students of this course will learn the following:

- The 4-step estimating process of Xactimate
- To manage project preferences and parameters
- The general purpose and function of Sketch tools in Xactimate
- Understand different search techniques to add line items to an estimate
- How to create professional looking reports
- Tips and tricks for quicker estimate creation