

## XactPRM Training – Course Summary (Virtual Classroom)

### Course Description

This course provides engaging, interactive training while allowing students to participate in the convenience of their home or office. The XactPRM training course is designed for new users as they become familiar with the XactPRM product. Students in this course will be taught XactPRM features and shown how to utilize new features to increase efficiency and accuracy. Students will be taught how to assign, estimate and receive bids. Students will see how to quickly create groups and scope of work for various types of maintenance tasks

### Course Requirements

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

- Computer and Internet system requirements:
  - High-speed Internet connection
  - Computer with XactPRM installed and external mouse.
  - 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 how to:

- How to navigate the XactPRM screens
- Search and add pricing items to a bid
- Include notes and images in a bid
- How to create property scopes and finalized bids