

## Xactimate Fundamentals Training – 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. Xactimate Fundamentals Virtual Classroom Training, designed for users who are new to Xactimate, introduces key concepts which will allow users to create and complete an estimate.

Xactimate Fundamentals Virtual Classroom Training includes practice estimates, quizzes and other engaging activities facilitated by an Xactimate Certified Trainer. Students will be introduced to the 4-Step Estimating Process to create and complete a variety of small property loss estimates.

### 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 or Google Chrome
- 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
- Experience saving or renaming a computer file (such as a picture, audio, etc.)
- Basic typing proficiency (15+ words per minute)

Understand the property loss industry and terminology

### 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.

In addition to the hands-on experience received in the virtual classroom, students are required to complete four, one-hour study sessions during the week of the training class. The 17-hour course consists of five virtual classroom sessions and four self-study sessions. The classroom sessions can be taken during the morning, afternoon, or evening allowing scheduling flexibility.

### Skills and Objectives

Students of this course will learn the following:

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



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## Xactimate Fundamentals Training – Course Summary (Virtual Classroom Cont.)

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

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

Utilize the basic sketch variables to accurately and efficiently calculate item quantities

How to use the 4-Step Estimating Process to create a variety of small property loss estimates, including water, wind, hail, and fire

Personalize and print a variety of professional estimate and claim reports