Xactimate Mastery 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 Mastery Virtual Classroom Training, designed for advanced users, will build on users' existing Xactimate knowledge and skills as they learn advanced estimating methods to increase efficiency.

With Xactimate Mastery Virtual Classroom Training, you will spend a couple of hours each day learning to master Xactimate through hands-on training. Those who already have a grasp on the basic and intermediate concepts of Xactimate will learn how to take their estimating to the next level as they utilize advanced estimating tips, tricks, and techniques.

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
- ☐ Can comfortably navigate 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 course of the training class. The 14 hour course consists of five virtual classroom sessions and four self-study sessions. Sessions can be taken during the morning, afternoon, or evening allowing scheduling flexibility.

Skills and Objectives

Students of this course will learn the following:

Use a variety of new Xactimate features including: the staircase tool, enhanced roof sketching, enhanced estimate Items, 3-D estimation, arced walls and much more

Create a variety of complex building diagrams for large loss estimates in Sketch including: interiors, exteriors, roofs, elevations, and building footprints

Use a variety of searching techniques to find the correct line items and demonstrate an understanding of the component makeup of the unit price

Expand understanding of the Labor Cost Model, including Labor Minimums

Utilize new variables and calculations to accurately and efficiently calculate item quantities

Increase efficiency by setting up user preferences, using shortcuts, using Sketch templates, macros and retrieving scope

Estimate graphically in Sketch and use the Item List feature to add items in multiple rooms

Create custom documents using Xactimate tokens in MS Word and Excel