Xactimate Proficiency 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 Proficiency Virtual Classroom Training, designed for intermediate users of Xactimate, will build on users' existing Xactimate knowledge and skill as they learn to create and complete more complicated estimates.

With Xactimate Proficiency Virtual Classroom Training, you will spend time each day learning Xactimate through hands-on training. Those who already have a grasp on the basic concepts of Xactimate will learn how to increase estimating speed and efficiency. This course is designed to prepare users for the Level 2 Certification Exam.

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
- ☐ 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 17 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:

General administration of Xactimate including; setup of claim information, use of Contact Manager, User Preferences, and Model Statements

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

Xactimate Pro iciency Training – Course Summary (Virtual Classroom Cont.)

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

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

Become familiar with the Labor Cost Model, including Labor Minimums

Utilize variable and sub-variable calculations to accurately and efficiently calculate item quantities

Increase efficiency by using the existing default settings, applying Sketch templates, macros and retrieving scope

Add annotations and images to provide additional clarity and detail

Personalize and print a variety of professional estimate and claim reports