

Xactimate 28 Training – Course Summary

Course Overview

The Xactimate 28 Training Course is designed for new to intermediate Xactimate users. Students in this course will be introduced to the techniques and best practices needed to create small to medium loss estimates using a variety of Xactimate 28 tools. Students will be taught the most efficient ways to set-up, sketch, scope, and deliver professional estimates. All this is done while preparing students for Level 1 and 2 Certification Exams.

Course Prerequisite

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

- Basic Computer skills
 - Starting and shutting down a computer
 - Using a keyboard and mouse (understanding left and right mouse clicking)
 - Basic typing skills
 - Opening software applications
 - Navigating through software application windows
 - Basic Internet navigation skills
- Understand property loss industry and terminology
- Laptop with Xactimate 28 installed
- External computer mouse

Course Environment

This course is a three-day, instructor-led, classroom training. Presentation, discussion, and classroom exercises are directed by a certified Xactware instructor. Students complete a variety of practice estimates and hands-on Xactimate exercises. The instructor incorporates the teaching methodology of demonstrate, participate, and practice. After receiving demonstration of Xactimate concepts by the instructor, students participate in discussion then practice the concepts within Xactimate. During the course progression, exercises build on previously taught concepts to provide reinforcement.

Skills and Objectives

Students of this course will be instructed on how to do the following:

- General administration of Xactimate 28, including setup of claim information, adding new projects, and basic program navigation.
- The 4-step process to create a variety of small and medium property loss estimates, including water, wind, hail, and fire.
- How to create a variety of different building diagrams within Sketch including: small/medium interiors and exteriors, roofs and more.
- Use a variety of searching techniques used to find the correct line items and utilize Xactware pricing data.
- Become familiar with the Labor Cost Model, including Labor Minimums.
- Utilize variables and 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.