

## QUICK REFERENCE SEARCHING FOR LINE ITEMS

The **Keyword Search** allows you to search by a specific keyword or group of words. Type the keyword (words that most closely identify the price list item) in the *Search* field, then click the **Search** button. Notice that predictive text appears. When you search by Keyword, Xactimate checks the price lists for all items that include the key word(s) or any of its synonyms, then creates a list for you to choose from. When you choose an item from this list, it is added to your estimate.

Search		Macros	
Home > Price List > Reference			
mahogany door		Search	Filter: <input type="text"/> Similar
Cat	Sel	Description	Unit Cost
DOR	BF-	Bifold door set - lauan/mahogany - Double	\$152.00
DOR	BF<	Bifold door - lauan/mahogany - Single	\$79.45
DOR	BP-	Bypass (sliding) door set - lauan/mahogany	\$143.02
DOR	MAH	Interior door - lauan/mahogany - pre-hung unit	\$150.08
DOR	MAH-	Interior door - lauan/mahogany - slab only	\$83.94
DOR	MAH+	Interior door - lauan/mahogany - stain grade...	\$205.30

**Search Price List - TRAINING**

[Search Price List by Division](#)

[Reference Search](#)

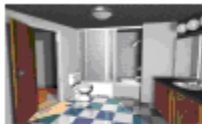
[Similar-Item Search](#)

[Related-Item Search](#)

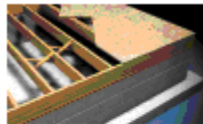
The **Search Price List by Division** feature allows you to drill down to the line item you're searching for based on a line item's division. Click the **Search Price List by Division** link to see a list of all divisions in the price list. Click the division that contains the price list item you're searching for, then continue drilling down through the categories until you find the price list item you're searching for. Double-click on the price list item, then click **OK** to add it to your estimate

The **Reference Search** feature contains several structural diagrams (e.g., plumbing, flooring, framing) which illustrate different construction phases. When you click on the part of the diagram you're looking for, Xactimate provides you with a list of associated price list items in the *Search Results* field, and possibly a method of refining topics in the *Refined Topics* field. When you highlight a line item and then click *Insert*, the item is added to the *Add Line Item* pad. Click **OK** to add the line item directly to your estimate.

### Structural



[BATHROOM](#)



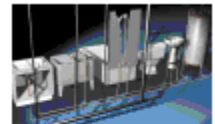
[FLOOR](#)



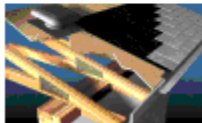
[FRAMING](#)



[KITCHEN](#)



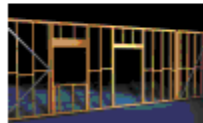
[PLUMBING](#)



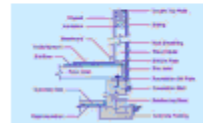
[ROOF](#)



[STAIRCASE](#)



[W FRAMING](#)



[W SECTION](#)



[WINDOW](#)

The **Similar-Item Search** feature helps you find items that have similar category and selector codes to the item displayed in the *Line Item Edit* pad in the *Estimate Items* window. Unlike the *Related-Item* search, the *Similar-Item* search helps you find an item that can be used instead of the selected item, rather than to be used along with it. To use *Similar-Item Search*, enter a price list item in your Line Item Edit pad, then click the **Similar-Item search** link in the *Search* pane to display a list of similar price list items.

**Search Price List - TRAINING**

[Search Price List by Division](#)

[Reference Search](#)

[Similar-Item Search](#)

[Related-Item Search](#)

**Search Price List - TRAINING**

[Search Price List by Division](#)

[Reference Search](#)

[Similar-Item Search](#)

[Related-Item Search](#)

The **Related-Item Search** feature helps you locate items that are related to the item currently selected in the *Line Item Entry* pad in the *Estimate Items* window. To use *Related-Item Search*, highlight a line item in your estimate, then click the **Related-Item Search** link in the *Search* pane to display a list of related price list items.

The **Real Time Training (RTT)** topics help you learn how to use Xactimate. You can see the RTT navigation tree on the right of the Control Center, Price List Editor, Report Editor, and any estimate. (If you don't see the RTT navigation tree, choose **Real Time Training** from the *Help* menu, or click **Help** at the upper right of the window.) The Real Time Training navigation tree is divided into four sections: Search, Training Topics, Related Items, and Additional Help.