# Acme Eye

### **Building Proposals with Acme Eye**

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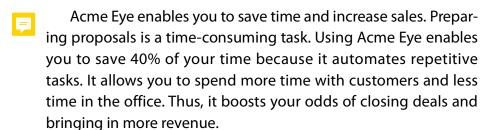
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### Why Use Acme Eye?



This guide: *Building Proposals with Acme Eye* provides steps on how to build proposals with Acme Eye, a proposal automation tool. This guide is for Acme associates who work on proposals.





Acme Eye is a Web-based tool that is easy to use. It enables you to create proposals and other client-focused documents that follow a common structure. You make selections that reflect the customer's needs. The software uses those selections to create a client-centric, persuasive document in Microsoft Word.

This guide includes the following sections.

- 1. 1.0 Step 1: Reviewing Prerequisites
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Sections 1.0 through 6.0 define the steps to build a proposal with Acme Eye.



**NOTE:** If you need technical support or require additional assistance with Acme Eye, call the Acme IT Department at 978-393-4357 or 978-EYE-HELP.



# 1.0 Step 2: Reviewing Prerequisites



For Acme Eye, you will-need a desktop computer or mobile device, Microsoft Word, and a web browser. Acme Eye is a hosted solution that is Web-based (OS agnostic). There is no software to download and install. You access Acme Eye from your web browser. Acme Eye generates a Microsoft Word document, which you can save to your desktop; however, if you want to edit your document, you need Microsoft Word.

Acme Eye supports the following web browsers:

- FireFox version 17 or later
- Chrome version 12 or later
- Safari version 4 or later

Acme Eye supports Windows 7 or later.

Acme Eye supports Mac OS 7 or later.



# 2.0 Step 2: Installing Browser Setup Script & Logging in



Before logging in to Acme Eye for the first time, you need to install Acme Eye Browser Setup Script.





To install Acme Eye Browser Setup Script, follow these steps:

- Download Acme Eye Browser Setup Script from the Acme webpage: <a href="https://sales.acme.com">https://sales.acme.com</a>
- 2. Close all applications, including Outlook, and web browsers before installing Acme Eye Browser Setup Script.
- 3. Double-click on Acme Eye Browser Setup Script executable file (.exe) to run the script.
- 4. Log in to Acme Eye with your single sign-on credentials from the Acme Eye link: <a href="https://eye.acme.com">https://eye.acme.com</a>

When you log in to Acme Eye, the Welcome Screen is displayed.

# 3.0 Step 3: Creating a Project

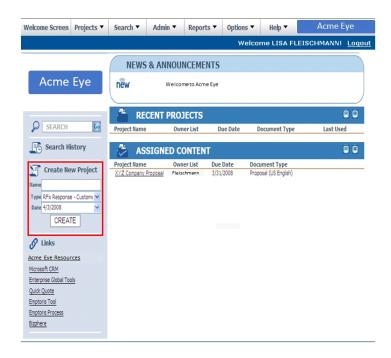


The first step to creating a document is to create a project.

To create a project, follow these steps:

1. From the Welcome Screen use the **Create New Project** option, as shown in Figure 3-1.

**Figure 3-1: Create New Project** 



Under Create New Project, enter the project information, as follows.

Name: Name of the project.

**Type:** Select the type of document you wish to create. **Date:** Date you plan on sending the document to your

customer.

2. Click Create.

#### 3. Click **Create**.



Acme Eye creates the project and opens it for you. The name of your project appears followed by the type of document you are creating and the document outline.

## 4.0 Step 4: Completing Data Screens

Once you have created your project, complete pre-defined data screens, including Acme Prime and Customer.

#### 4.1 Completing Acme Prime Data Screen

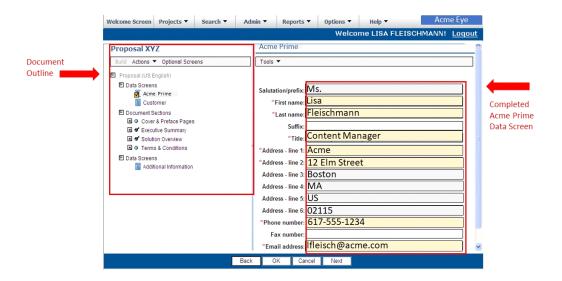
To complete the Acme Prime data screen, follow these steps:

1. From the Document Outline, select **Acme Prime**.

The Acme Prime data screen is displayed.

2. Enter your Acme Prime information, as follows. Figure 4-1 shows an example of a completed Acme Prime data screen.

Figure 4-1: Completed Acme Prime Data Screen



**First Name:** Your first name. **Last Name:** Your last name.



**Title:** Your job title. **Address:** Your address.

**Phone Number:** Your phone number. **Email Address:** Your email address.



**NOTE:** Acme Eye marks required fields with a red asterisk (\*). This means you must fill in the information in the fields marked with a red asterisk (\*) or you cannot move to the next screen.

3. Click Next.

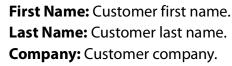
#### 4.2 Completing Customer Data Screen

To complete the Customer data screen, follow these steps:

4. From the Document Outline, select **Customer**.

The Customer data screen is displayed.

5. Enter the Customer information, as follows.



**Title:** Customer job title. **Address:** Customer address.

**Phone Number:** Customer phone number. **Email Address:** Customer email address.

6. Click Next.



### 5.0 Step 5: Completing Selection Screens

Once you have completed Data Screens, complete Selection Screens, including Executive Summary. Selection Screens allow you to make selections from Acme Eye database and include them in the document you are creating. Your selections tailor the document to your client's specific needs. Directions at the top of the screen help identify the type of selections you are making and their purpose. You make selections by checking a checkbox.



# 5.1 Completing Executive Summary Selection Screen

To complete the Executive Summary selection screen, follow these steps:

1. From the Document Outline, select **Executive Summary**.

The Executive Summary screen is displayed.

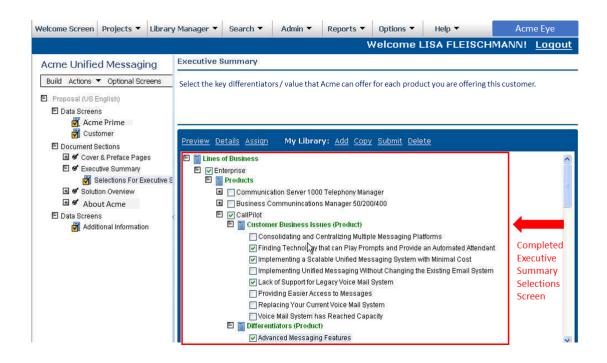
2. Select **Selections for Executive Summary**.

The Selections for Executive Summary screen is displayed.

3. Select the checkboxes for **Lines of Business**, **Products**, **Customer Business Issues**, and **Differentiators** that apply to your customer. Figure 5-1 shows a completed Executive Summary selections screen.



Figure 5-1: Completed Executive Summary Selections Screen



**NOTE:** For the Executive Summary, you can only select a maximum of five customer business issues. More than five customer business issues is too much for the customer to read.



4. Click Next.

### 6.0 Step 6: Building your Document



As you provide Acme Eye with the information needed to create your document, Acme Eye tracks your progress with checkmarks along the document outline. Once all the information is complete, all the data screens and outline sections will have checkmarks, and you can build the document.

To build your document, follow these steps:

1. To begin the build process, click **Build**.

Acme Eye displays the Build Document screen, as shown in Figure 6-1.

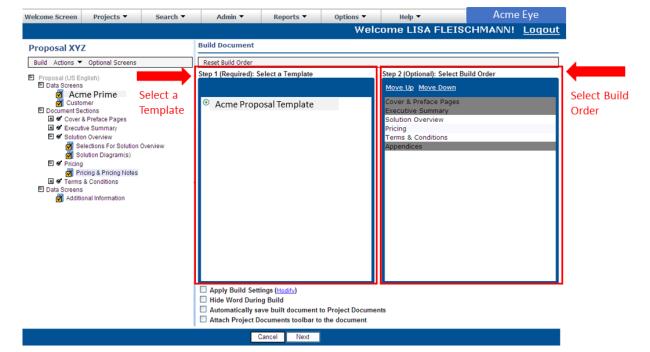


Figure 6-1: Build Document Screen

1. Select a Template.

**NOTE:** If more than one template is available for the document you are creating, select the template you wish to use. Otherwise, the template is pre-selected for you. You do not need to select a template for your proposal. Acme Eye pre-selects the Acme Proposal Template for you.



2. Optional: Select build order.

Within the Select Build Order window, the grey shaded list represents parts of the document that are not flexible in terms of chronological order. The non-greyed out items are flexible, and you can change the order based on your own preference.

If you prefer to change the build order, follow this step:

From the Select Build Order window, select the nongreyed out items and move the items order by highlighting the item and clicking on the **Move Up** or **Move Down** functionality.

3. To begin the build, click **Next**.

Acme Eye creates your document in Microsoft Word for you. While your document builds, an hourglass icon appears on your Build Document screen. When your document is finished building, the hourglass icon goes away. A 2MB document builds in around 20 seconds.



**NOTE**: Do not attempt to multitask while the document builds.

4. When your document is finished building, save the document to your desktop.