



Building Proposals with Acme Eye

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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 enables you to save time and increase sales. Preparing proposals is a time-consuming task. Using Acme Eye enables you to save 40% of your time because it automates repetitive tasks. It allows you to spend more time with customers and less time in the office. Thus, it boosts your odds of closing deals and bringing in more revenue.

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
2. 2.0 Step 2: Installing Browser Setup Script & Logging in
3. 3.0 Step 3: Creating a Project
4. 4.0 Step 4: Completing Data Screens
5. 5.0 Step 5: Completing Selection Screens
6. 6.0 Step 6: Building your Document

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:

1. Download Acme Eye Browser Setup Script from the Acme webpage: <https://sales.acme.com>
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: <https://eye.acme.com>

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

The screenshot displays the Acme Eye web application interface. At the top, there is a navigation bar with links: Welcome Screen, Projects, Search, Admin, Reports, Options, Help, and Acme Eye. Below this, a welcome message reads "Welcome LISA FLEISCHMANN! Logout". The main content area is divided into several sections: "NEWS & ANNOUNCEMENTS" with a "new" icon and "Welcome to Acme Eye"; "RECENT PROJECTS" with a table showing project details; and "ASSIGNED CONTENT" with a table showing assigned content. On the left side, there is a sidebar with a search bar, search history, and a "Create New Project" button. The "Create New Project" form is highlighted with a red box and contains the following fields: "Name" (text input), "Type" (dropdown menu with "RFx Response - Custom" selected), "Date" (dropdown menu with "4/3/2008" selected), and a "CREATE" button. Below the form, there is a "Links" section with various resource links.

Project Name	Owner List	Due Date	Document Type	Last Used
XYZ Company Proposal	Fleischmann	3/31/2008	Proposal (US English)	

Project Name	Owner List	Due Date	Document Type
XYZ Company Proposal	Fleischmann	3/31/2008	Proposal (US English)

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

The screenshot shows the Acme Eye software interface. On the left, the Document Outline lists the project structure, with 'Acme Prime' highlighted under 'Data Screens'. The main window displays the 'Acme Prime' data screen with the following fields and values:

Field	Value
Salutation/prefix	Ms.
*First name	Lisa
*Last name	Fleischmann
Suffix	
*Title	Content Manager
*Address - line 1	Acme
*Address - line 2	12 Elm Street
Address - line 3	Boston
Address - line 4	MA
Address - line 5	US
Address - line 6	02115
*Phone number	617-555-1234
Fax number	
*Email address	lfleisch@acme.com

Red arrows point to the Document Outline and the completed 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.

First Name: Customer first name.

Last Name: Customer last name.

Company: Customer company.

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**.

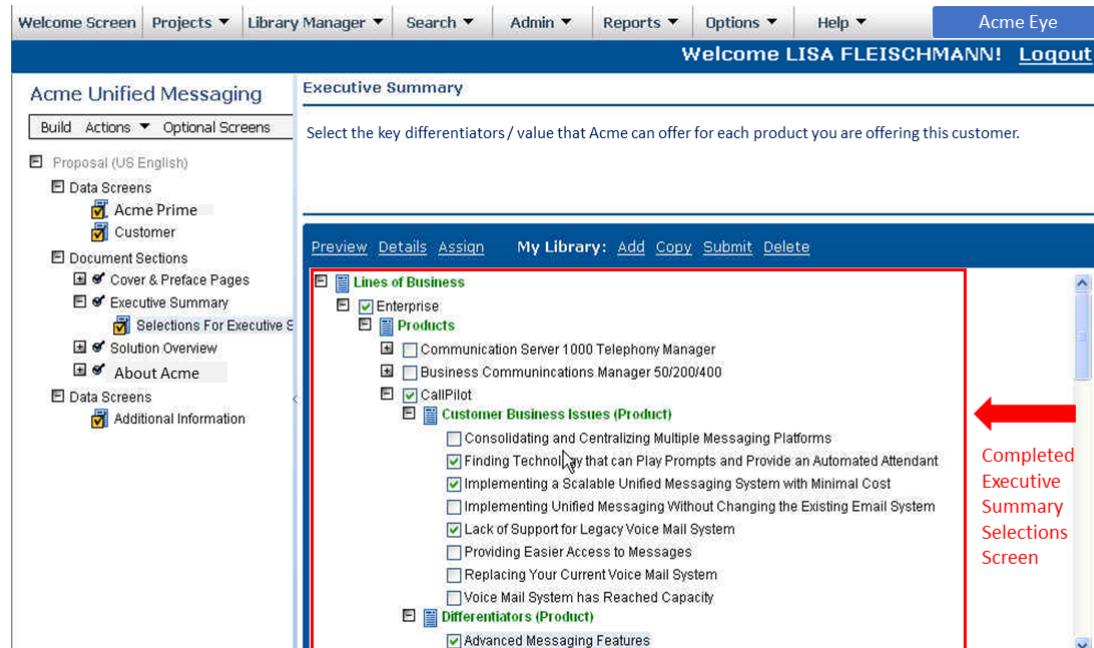
The Executive Summary screen is displayed.

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

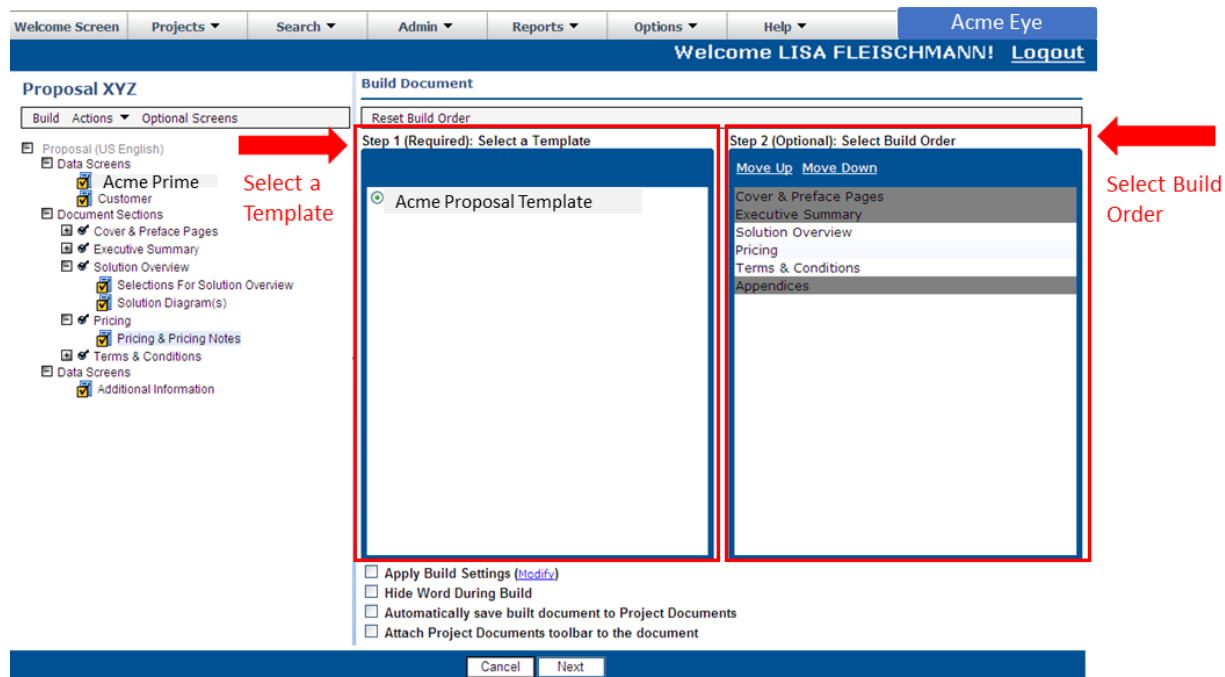
As you provide Acme Eye with the information needed to create your document, Acme Eye tracks your progress with checkmarks along the document outline. Once all the information is complete, all the data screens and outline sections will have checkmarks, and you can build the document.

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 non-greyed 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.