

# 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. It is for Acme associates who work on proposals. It includes reviewing prerequisites, such as browser, Mac OS, Microsoft Office, and Windows, installing browser setup script and logging in, creating a project, completing screens, and building your documents. 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. Step 1: Reviewing Prerequisites
2. Step 2: Installing Browser Setup Script & Logging in
3. Step 3: Creating a Project
4. Step 4: Completing Data Screens
5. Step 5: Completing Selection Screens
6. Step 6: Building your Document

Sections 1 through 6 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 555-393-4357 or 555-EYE-HELP.

## Reviewing Prerequisites

When reviewing prerequisites for Acme Eye, it is important to review the web browsers and software that Acme Eye supports.

Acme Eye supports web browsers and software, as shown in the table below.

Item	Version
Firefox	17 or later

Item	Version
Chrome	12 or later
Safari	4 or later
Windows	7 or later
Mac OS	7 or later
Microsoft Office	2003 or later

## Installing Browser Setup Script and Logging in

Acme Eye is a proposal automation tool that enables you to save time and increase sales. To use Acme Eye, you must install the browser setup script.

For Acme Eye, you will need a desktop computer or mobile device, Microsoft Word, and a web browser. For additional information on reviewing prerequisites, see [reviewing\\_prerequisites.htm](#). 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 tasks.

1. Download Acme Eye Browser Setup Script from the Acme webpage: [Acme](#).
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: [Acme Eye](#)

When you log in to Acme Eye, the Welcome Screen is displayed.  
Go on to the next task: [creating\\_a\\_project.htm](#).

# Creating a Project

The first step to creating a document in Acme Eye is to create a new project.

To create a project, follow these steps:

1. From the Welcome Screen use the Create New Project option, as shown in the figure below.

Figure: 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. On the left, there is a sidebar with a search bar, search history, and a 'Create New Project' button highlighted with a red rectangle. The 'Create New Project' dialog box is open, showing fields for Name, Type (set to 'RFx Response - Custom'), and Date (set to '4/3/2008'), with a 'CREATE' button. The main content area includes a 'NEWS & ANNOUNCEMENTS' section, a 'RECENT PROJECTS' table, and an 'ASSIGNED CONTENT' table. The 'RECENT PROJECTS' table has columns: Project Name, Owner List, Due Date, Document Type, and Last Used. The 'ASSIGNED CONTENT' table has columns: Project Name, Owner List, Due Date, and Document Type. The 'ASSIGNED CONTENT' table shows one entry: 'XYZ Company Proposal' by 'Fleischmann' with a due date of '3/31/2008' and document type 'Proposal (US English)'.

2. Under Create New Project, enter the project information, as follows.
  1. Name: Name of the project.
  2. Type: Select the type of document you wish to create.
  3. Date: Date you plan on sending the document to your customer.
  4. 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.

## Completing Data Screens

Once you have created your project in Acme Eye, complete data screens, including Acme Prime and Customer.

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.

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. The figure below shows an example of a completed Acme Prime data screen.

Figure: Completed Acme Prime Data Screen

The screenshot shows a software interface with a menu bar at the top containing 'Welcome Screen', 'Projects', 'Search', 'Admin', 'Reports', 'Options', 'Help', and 'Acme Eye'. Below the menu bar is a status bar that says 'Welcome LISA FLEISCHMANN! Logout'. The main window is titled 'Proposal XYZ' and has a 'Tools' dropdown menu. On the left is a 'Document Outline' pane with a tree structure: 'Proposal (US English)' > 'Data Screens' > 'Acme Prime' (selected). A red arrow points from the text 'Document Outline' to this pane. The 'Acme Prime' data screen is displayed on the right, with a red box around the form fields. A red arrow points from the text 'Completed Acme Prime Data Screen' to this form. The form fields are: 'Salutation/prefix:' (Ms.), '\*First name:' (Lisa), '\*Last name:' (Fleischmann), 'Suffix:' (empty), '\*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:' (empty), and '\*Email address:' (lfleisch@acme.com). At the bottom are buttons for 'Back', 'OK', 'Cancel', and 'Next'.

Document Outline →

Completed Acme Prime Data Screen →

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

Back OK Cancel Next

- 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.

# Completing Customer Data Screens

Once you have created your project in Acme Eye, complete data screens, including Acme Prime and Customer.

To complete the Customer data screen, follow these steps:

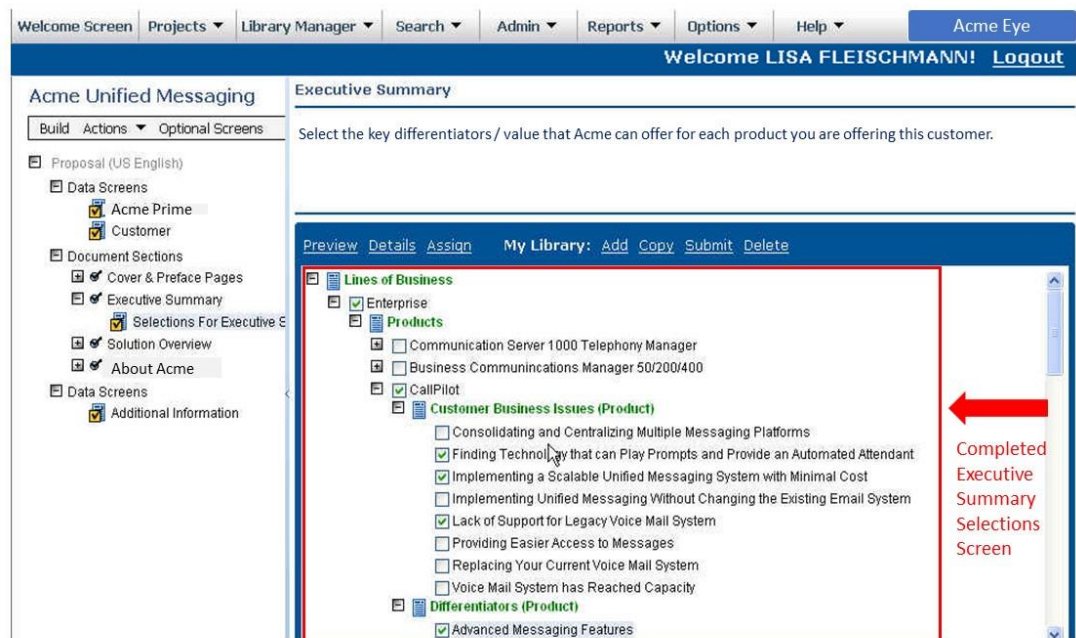
1. From the Document Outline, select Customer.  
The Customer data screen is displayed.
2. Enter the Customer information, as follows.
  - First Name: Customer first name.
  - Last Name Customer last name.
  - Company: Customer company.
  - Address: Customer address.
  - Phone Number: Customer phone number.
  - Email Address: Customer email address.
3. Click Next.

# Completing Selection Screens

To create a project in Acme Eye, you need to complete Selection Screens. You can tailor your project to your client's specific needs.

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. The figure below shows a completed Executive Summary selections screen.  
Figure: Completed Executive Summary Selections Screen



4. Click Next.

**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.

## Building your Document

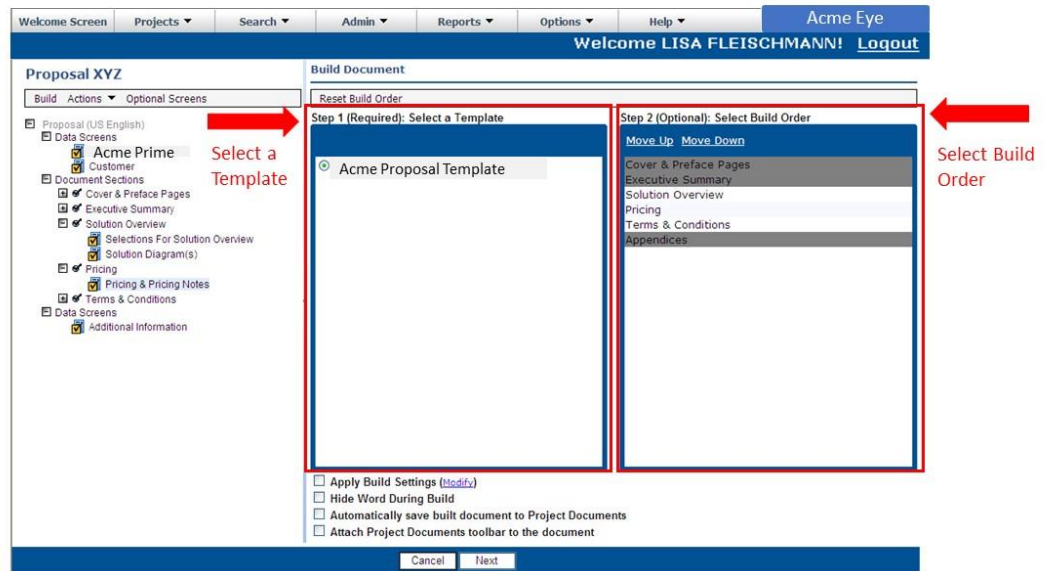
As you provide Acme Eye with the information needed to create your document, Acme Eye tracks your progress with checkmarks along the document outline. Once all the information is complete, all the data screens and outline sections will have checkmarks, and you can build the document.

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 the figure below.

Figure: Build Document Screen



2. 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.

3. Optional: Select build order.

**Note:** 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.

4. If you prefer to change the build order, follow this step:
5. 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.
6. 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.

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