

iFUSIONWORKS USER GUIDE

June 2025



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01 Register Now

If you are new to iFusionWorks / don't have an account.

1 Navigate to ifusionworks.com

2 Click "Register here".

Enter your Ipsos email and the password you created during registration. If you have forgotten your password reset it here.

Type in your Ipsos email

Type in your Password

LOGIN >

Don't have an account? Register here.

Forgotten your password? Reset here.

3 Fill in your details and Click "SIGN ME UP".

Malaysia

Brand Health Tracking

SIGN ME UP >

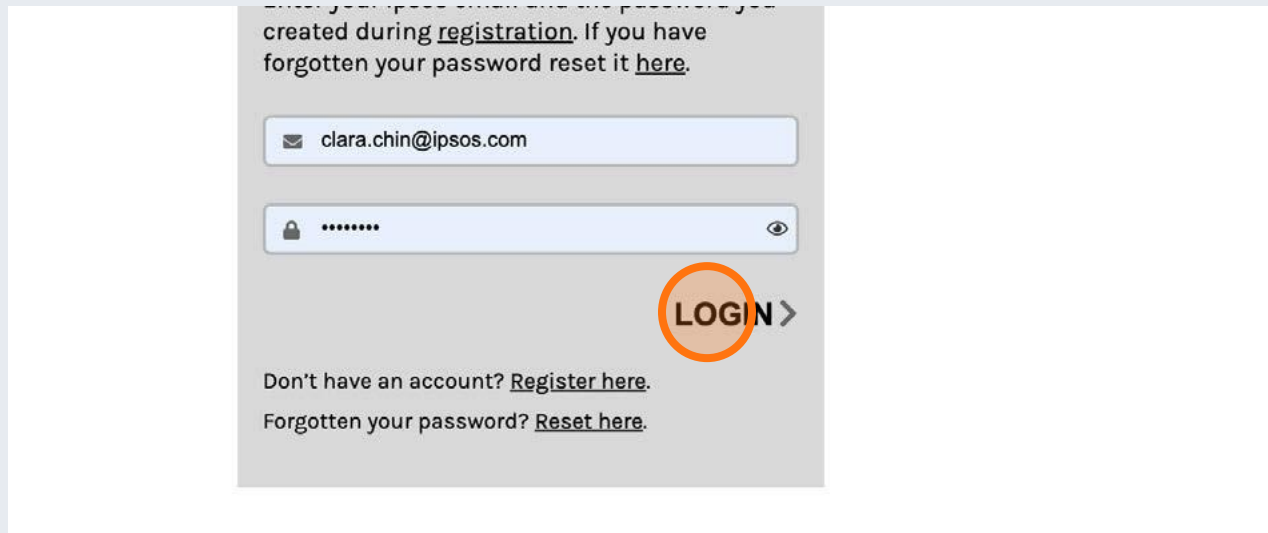
4 You will receive an account activation email. Click the link in the email to activate your account in iFusionWorks. Login iFusionWorks with your registered email and password.

02 Login

If you are a registered or existing user of iFusionWorks

1 Navigate to ifusionworks.com

2 Enter your registered Ipsos email and password and Click "LOGIN".



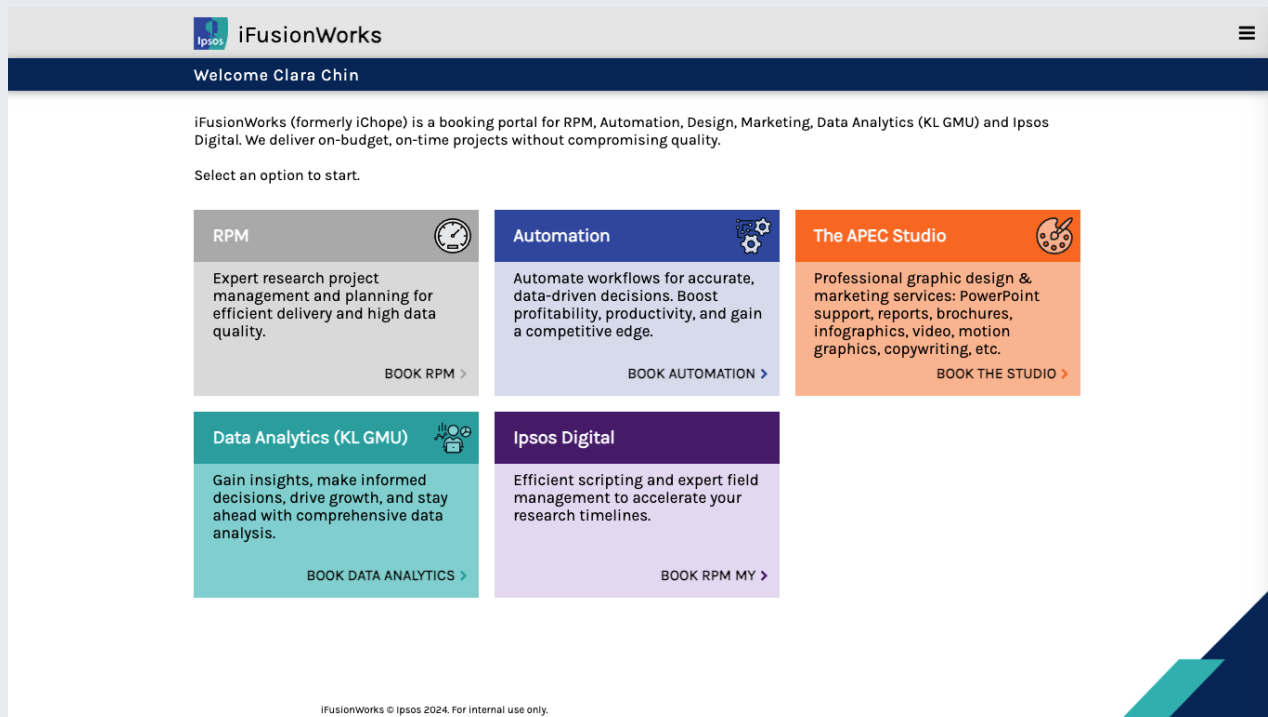
created during [registration](#). If you have forgotten your password reset it [here](#).

LOGIN >

Don't have an account? [Register here](#).

Forgotten your password? [Reset here](#).

3 On the iFusionWorks homepage, choose the Service Line (RPM / Automation / The APEC Studio / Data Analytics / Ipsos Digital) of which you would like to book and click "BOOK".



iFusionWorks

Welcome Clara Chin

iFusionWorks (formerly iChope) is a booking portal for RPM, Automation, Design, Marketing, Data Analytics (KL GMU) and Ipsos Digital. We deliver on-budget, on-time projects without compromising quality.

Select an option to start.

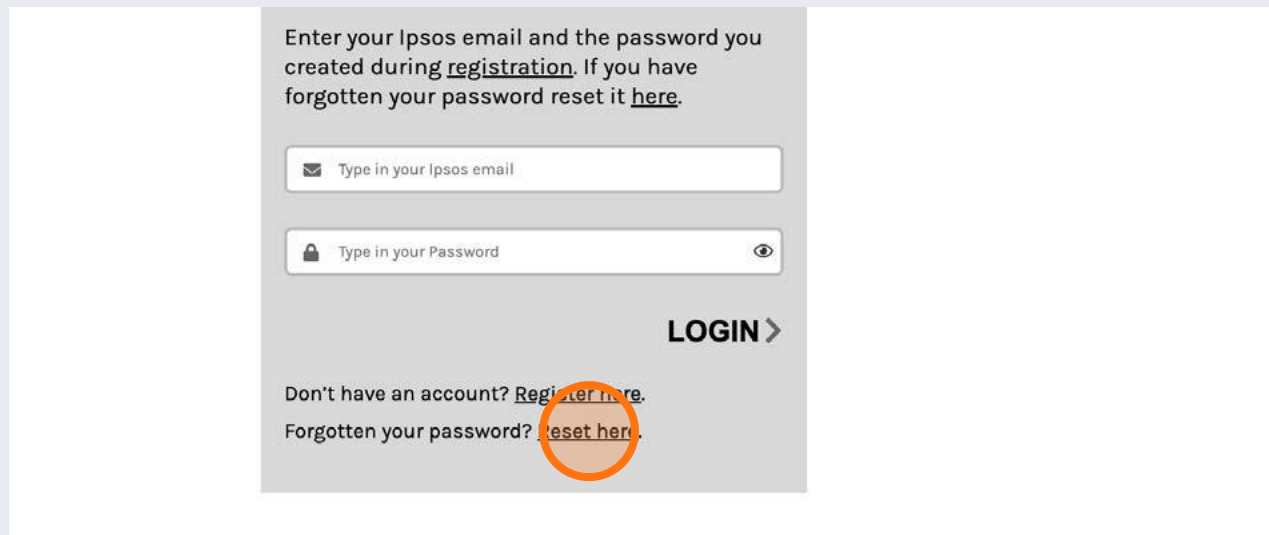
RPM Expert research project management and planning for efficient delivery and high data quality. BOOK RPM >	Automation Automate workflows for accurate, data-driven decisions. Boost profitability, productivity, and gain a competitive edge. BOOK AUTOMATION >	The APEC Studio Professional graphic design & marketing services: PowerPoint support, reports, brochures, infographics, video, motion graphics, copywriting, etc. BOOK THE STUDIO >
Data Analytics (KL GMU) Gain insights, make informed decisions, drive growth, and stay ahead with comprehensive data analysis. BOOK DATA ANALYTICS >	Ipsos Digital Efficient scripting and expert field management to accelerate your research timelines. BOOK RPM MY >	

iFusionWorks © Ipsos 2024. For internal use only.

03 Forgot Password

1 Navigate to ifusionworks.com

2 Click "Reset here".



Enter your Ipsos email and the password you created during registration. If you have forgotten your password reset it here.

Type in your Ipsos email

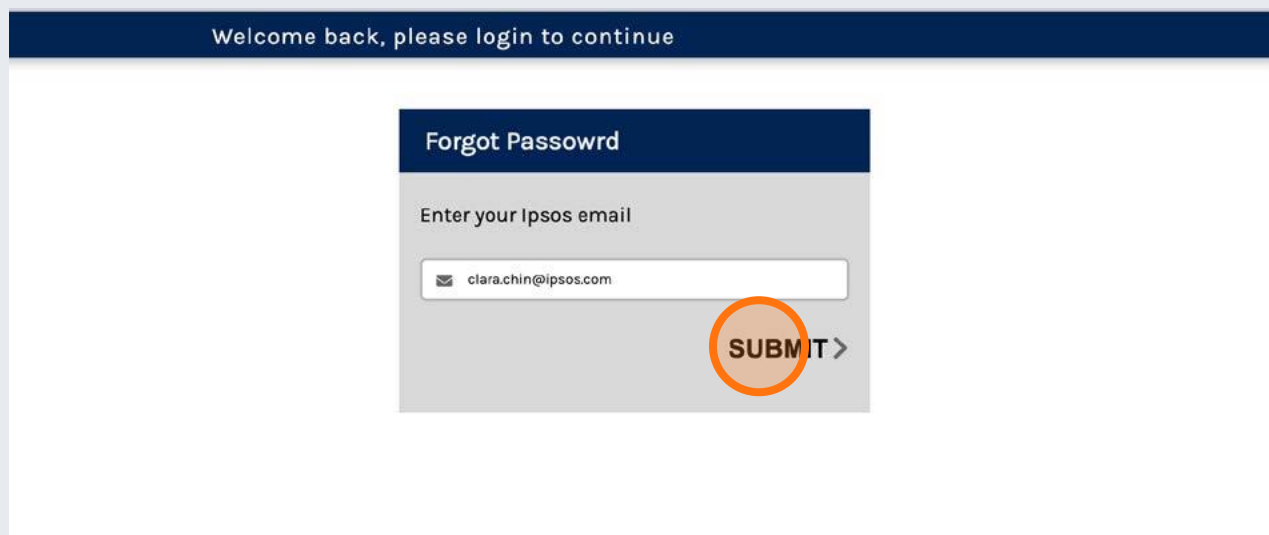
Type in your Password

LOGIN >

Don't have an account? Register here.

Forgotten your password? Reset here.

3 Type in your registered Ipsos email and click "SUBMIT".



Welcome back, please login to continue

Forgot Password

Enter your Ipsos email

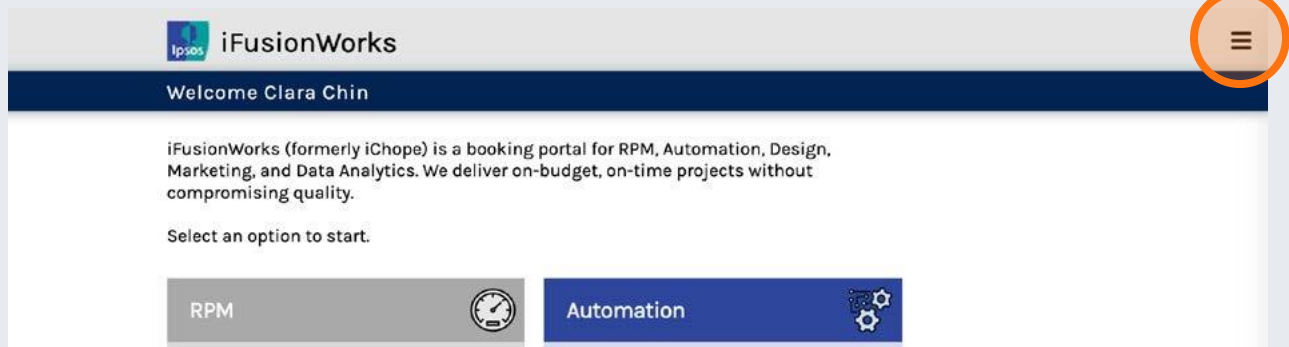
clara.chin@ipsos.com

SUBMIT >

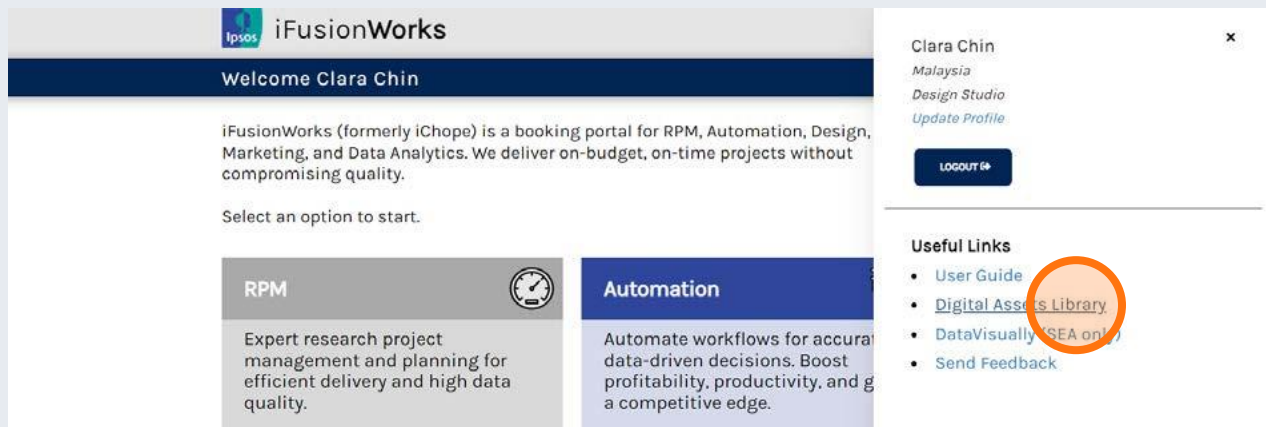
4 Check your email inbox and follow the instructions to reset your password.

04 Access Digital Assets Library

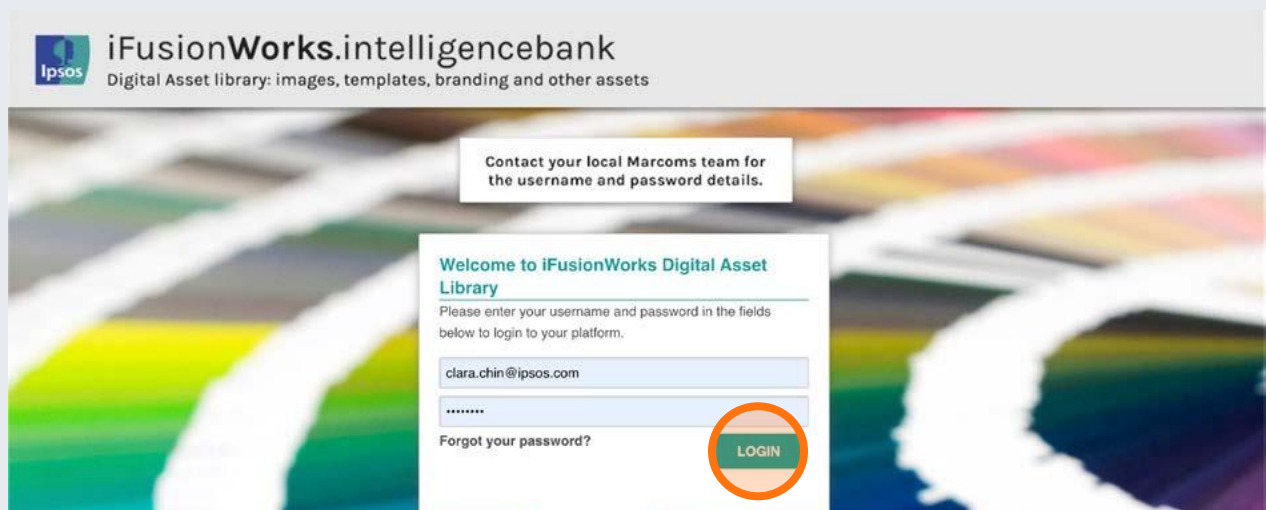
- 1 Click on the 'burger' icon on the top right bar.



- 2 A menu will slide from the right edge of your screen. Click "[Digital Assets Library](#)".

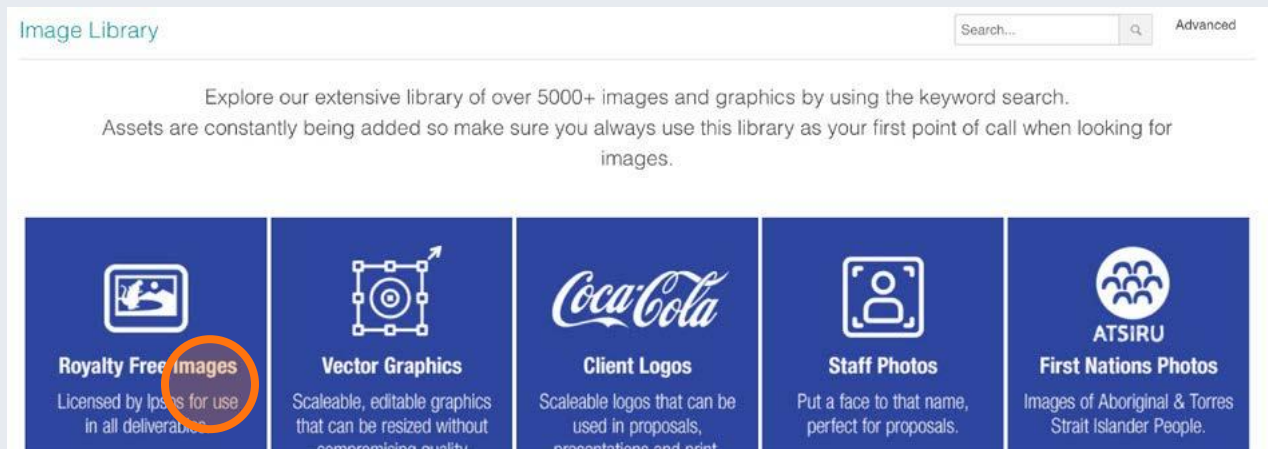
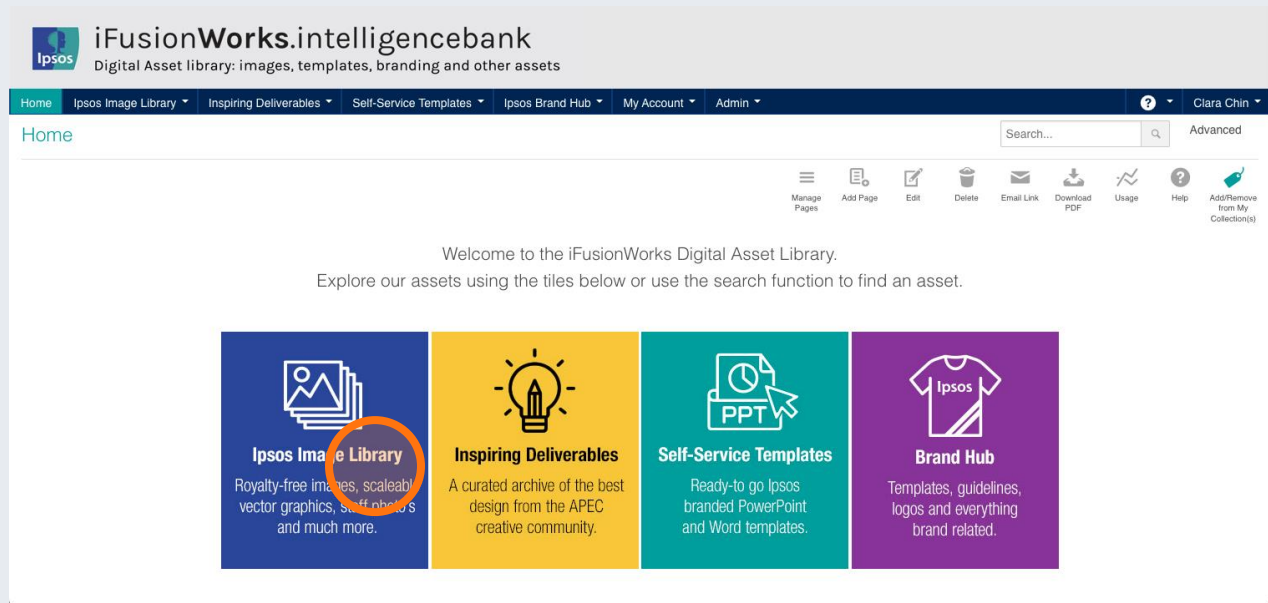


- 3 You'll be directed to another a new tab, iFusionWorks.intelligencebank, the [Digital Assets Library](#) site. If you're a new user, contact your local Marcoms team to get the login username and password. Login if you are an existing user.



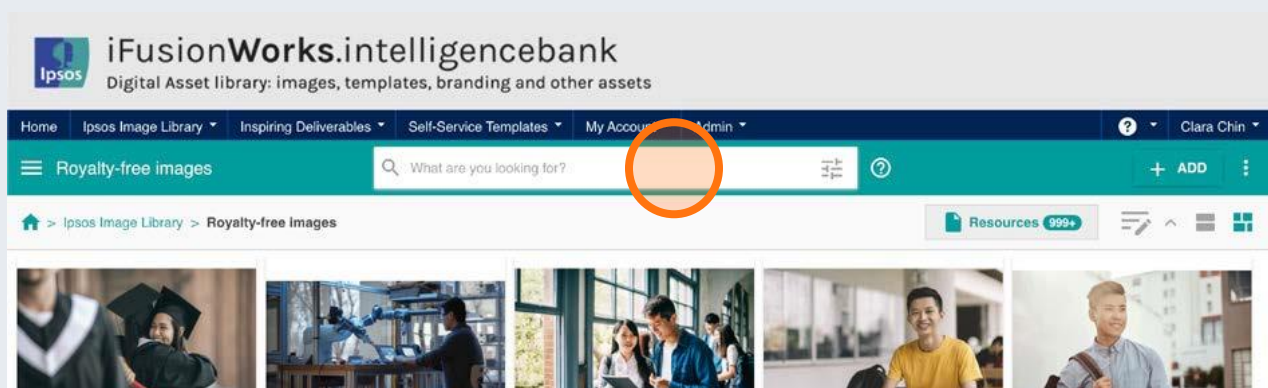
4

Click "[Ipsos Image Library](#)" and "[Royalty Free Images](#)" to access downloadable stock images. Feel free to explore other assets such as Inspiring Deliverables, Self-Services Templates, and more!



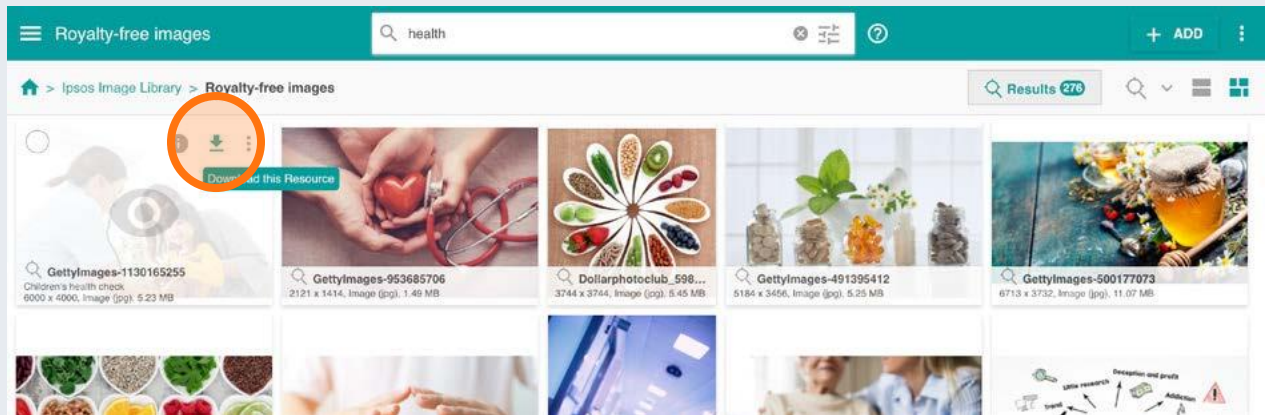
5

You may type any keyword/s of the image that you would like to download, in the search box



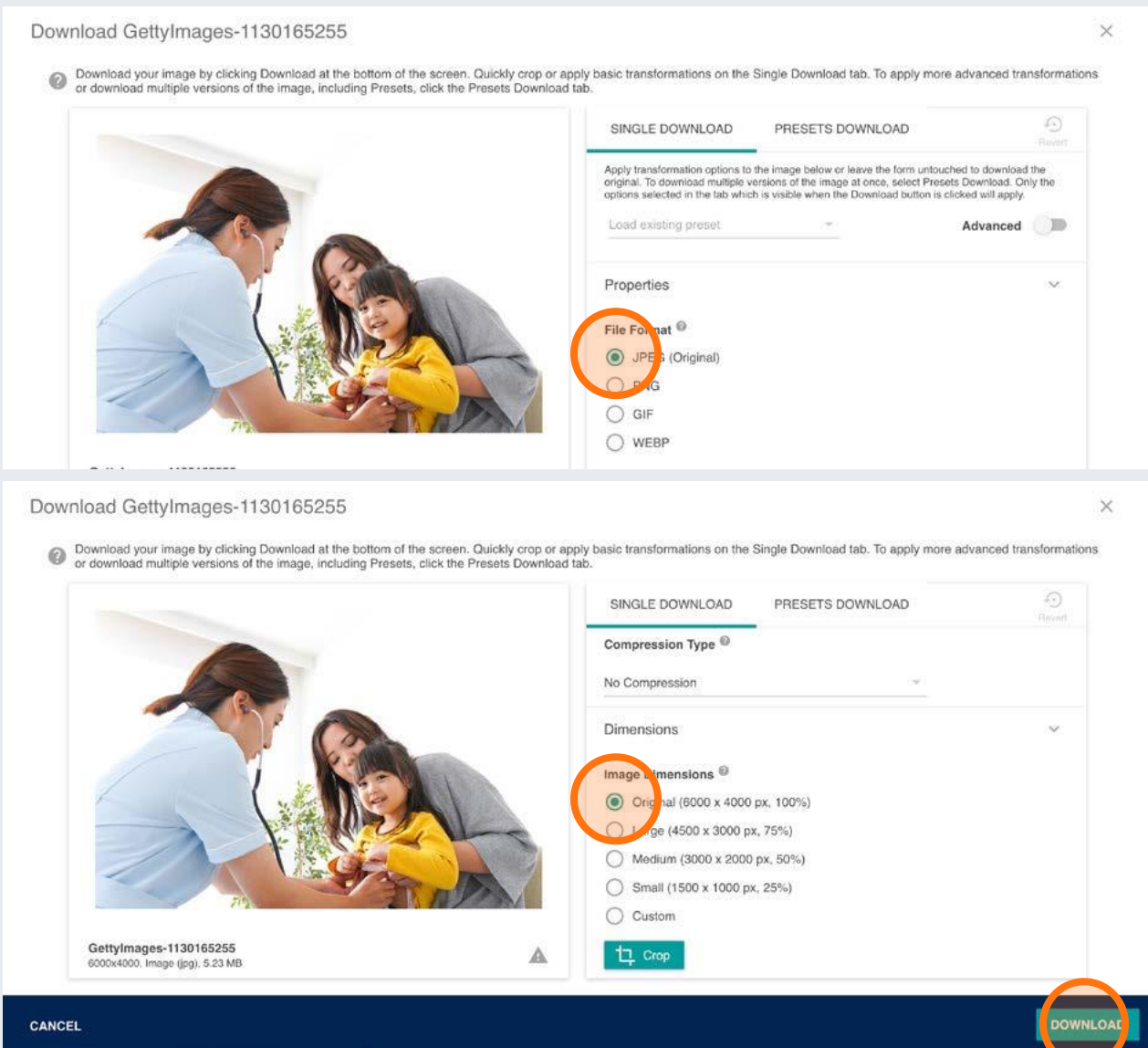
6

Hover over the image thumbnail, and click on the 'arrow-down' download icon to be directed to the image download page.



7

Choose your preferred format & image dimension. Once you're satisfied, click the "DOWNLOAD" button to download the image.



05 Estimated Time For Delivery

The APEC Studio

Creative Services	Estimated Hours
Social Media Visuals - 1 static image - 2 to 5 static images / carousel per campaign - GIF animation	4 - 8hrs up to 16hrs up to 16hrs
Event Collaterals - 1 x Bunting / Banner - 1 x Poster - Invitations	up to 8hrs up to 8hrs 4 - 8hrs
Infographics - 1 page, less than 4 segments - 1 page, 4 to 6 segments	up to 16hrs up to 24hrs
PowerPoint Template - Basic (cover, title header, and divider only) - Detailed (basic + color theme, font, various working slides, etc.)	up to 8hrs up to 16hrs
PowerPoint Enhancement, Proposal, Report (up to 30 slides)	up to 24hrs
Flyer , 1 to 2 pages	up to 16hrs
Brochure - Small (less than 8 pages) - Medium (less than 24 pages)	up to 24hrs up to 40hrs
Long Form Report (digital / print), more than 40 pages	72 - 100hrs
Basic Video Editing , less than 1 minute	8 - 16hrs
Motion Graphics Video - less than 1 minute - 3 to 5 minutes	24 - 40hrs 40 - 80hrs
Web / UI Design - 1 landing page - Less than 5 pages - Less than 20 pages	8 - 16hrs up to 24hrs up to 80hrs
Image Editing / Digital Imaging / Image Manipulation - less than 5 images	up to 8hrs

**Please note that the estimated time for delivery of The APEC Studio deliverables is subject to potential adjustments. Our designers are constantly working on ongoing projects, which may impact the delivery timeline.*

06 How to Book a Creative Service with The APEC Studio on iFusionWorks

1 Navigate to ifusionworks.com

2 Click "BOOK THE STUDIO".



3 You may choose more than one (1) Creative Service/s. Fill in your project details in the General Information form page. Click "NEXT »".

A screenshot of the 'General Information' form page. At the top, there's a progress bar with five steps. The first step is completed (blue checkmark), and the second step is active (blue circle). The form is titled 'General Information'. It has two columns of checkboxes for 'Studio Services*'. The left column is 'Creative' and includes: 'Reports & Brochures' (checked), 'PowerPoint Support' (checked), 'Infographics', 'Video & Animation', 'Event Collateral', 'Photography and Image Editing', 'Web, UX and UI design', 'Social Media Assets', and 'Other'. The right column is 'Marketing (Coming Soon)' and includes: 'Copywriting', 'Translation Services', 'Marketing', 'SEO & Analytics', 'Event Management', 'Corporate Gifts', and 'DSMMS'. Below the checkboxes, there's a 'Request Type*' section with three radio buttons: 'Client Project' (selected), 'External Campaign', and 'Internal Campaign'. Then, there's a 'Project Number*' section with a dropdown menu showing '12', '34567E', and '90'. Below that, there's a 'Project Name*' section with a text input field containing 'Healthcare'. At the bottom, there's a 'CC (email addresses):' section with a text input field containing 'clara.chin@ipsos.com'. At the bottom right, there are two buttons: 'PREV' and 'NEXT »'. The 'NEXT »' button is circled in orange.

4 In the Creative Service/s page, do fill in the form in much detail as possible. If you have selected more than one (1) Creative Service, do remember to click on the other tabs to fill the other forms up.

Please allow a minimum of five (5) business days for the final deliverables.

Reports & Brochures

Craft visually stunning reports and brochures that effectively communicate your message, communicate your informative content.

Creative Brief: Briefing discussion (if required) 30/Jun/2023

Deadline for final delivery* 10/Jul/2023

Refer to when you need to receive the final deliverable from the Studio

5 Once you are done filling up the form/s, click "NEXT »"

Description*: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Availability of assets by* 30/Jun/2023

Assets & resources onedrive.com

NEXT »

6 Read the Acknowledgement, tick the "I hereby acknowledge..." checkbox. Click "NEXT »".

Acknowledgement

Please note that the acknowledgement submission of The APEC Studio request is not a confirmation your job booking. A member of the design team will contact you directly to discuss your job requirements and requests are subject to The Studio availability and resources.

Once all deliverables are completed, we appreciate your timely acknowledgement so that we can close the job and release the time for other teams. If no feedback is received within 7 days, we will consider the job completed and any changes will require new request.

☒ I hereby acknowledge that I have read, understand and agree to the terms and conditions.

NEXT »

7 At Verification page, do double-check all the information that you have filled up in the Creative Service/s form page, thoroughly. You can still edit the details, simply by clicking the blue text and you will be directed to the related tab.

Once you are satisfied with all the information that you have keyed in for your service ticket, click "SUBMIT"

Deadline for final delivery: 10/Jul/2023
Description:
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
Availability of assets by: 30/Jun/2023
Assets & resources: [onedrive.com](#)

PowerPoint Support

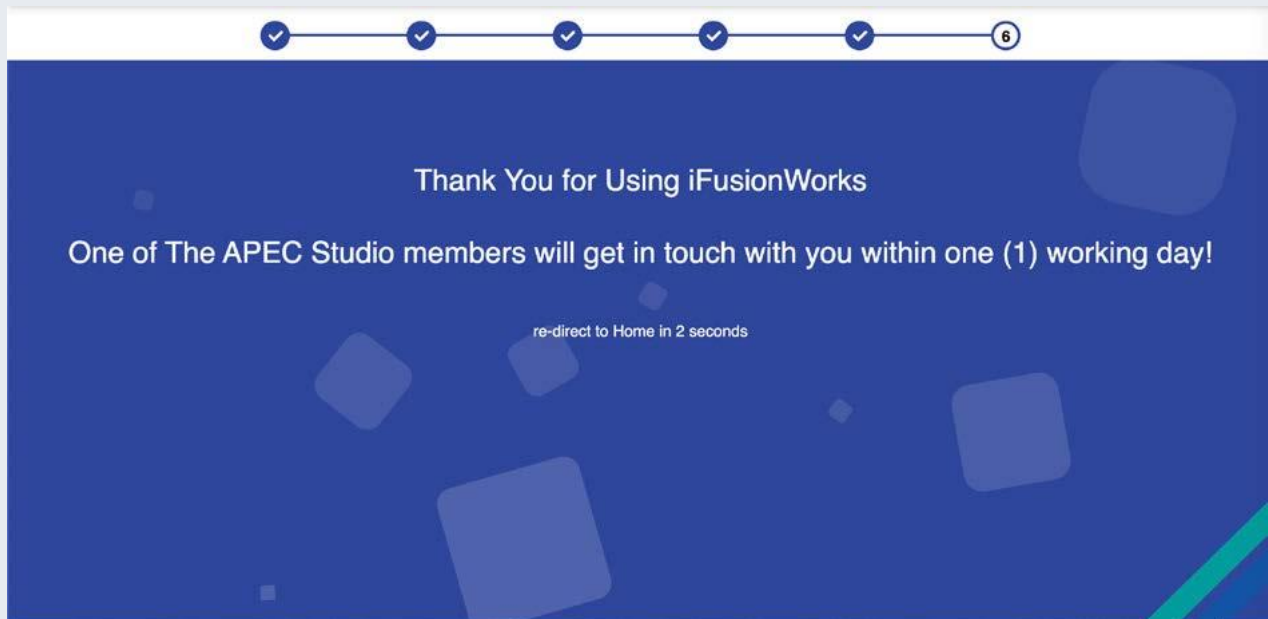
Briefing discussion: 30/Jun/2023
Deadline for final delivery: 10/Jul/2023
Description:
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
Availability of assets by: 30/Jun/2023
Assets & resources: [onedrive.com](#)



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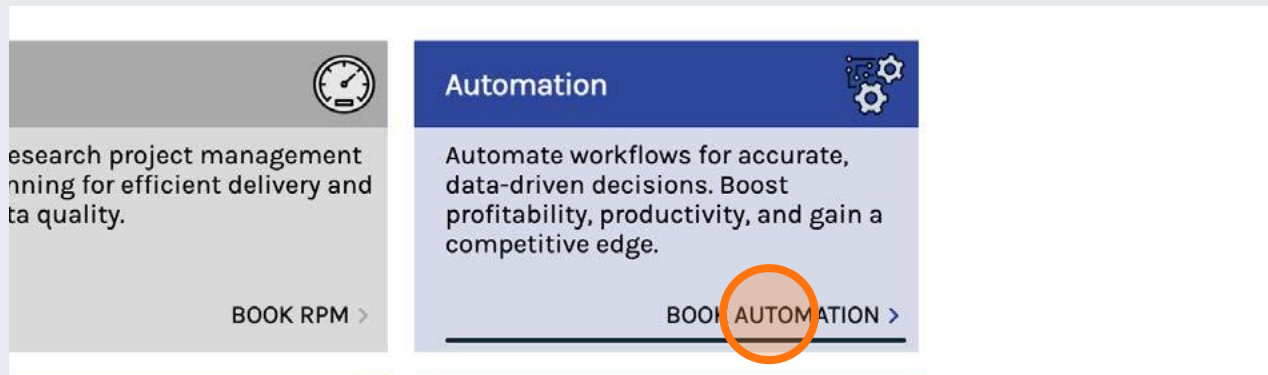
One of The APEC Studio team member will reach out to you within one (1) working day, via email, in confirmation towards your service that you have booked via iFusionWorks.



07 How to Book an Automation Service on iFusionWorks

1 Navigate to ifusionworks.com

2 Click "BOOK AUTOMATION".



3 You may choose more than one (1) Automation Service/s. Fill in your project details in the General Information form page. Click "NEXT »".

The screenshot shows the 'General Information' form page. The form includes the following fields:

- Automation Services* :** ☒ Automation, ☒ Interactive Dashboard, ☐ Web Development, ☐ Harmoni Cross-tab Setup, ☐ Others (e.g. macro, analysis tool)
- Request Type* :** ☐ Client Project, ☐ Proposal, ☐ Other - Internal
- Project Number* :** 12 - 345678 - 90
☐ Project Number is not available.
- Project Name* :** Mental Health & Wellbeing
*If there isn't a project name, please make up one for this request purpose.
- CC (email addresses):** clara.chin@ipsos.com

The 'NEXT >' button is circled in orange.

4 In the Automation Service/s page, do fill in the form in much detail as possible. If you have selected more than one (1) Automation Service, do remember to click on the other tabs to fill the other forms up.

Automation Request

Automation Type*: ☒ New ☐ Existing

Automation Details*: ☒ Tracker ☐ Ad-Hoc

☐ Multi-Countries No. of countries

Output Format*: ☒ Excel No. of sheets

☐ PowerPoint No. of slides

5

Once you are done filling up the form/s, click "NEXT »"

Details*: ☒ Tracker ☐ Ad-Hoc

Frequency*: ☐ Yearly ☐ Bi-yearly ☐ Quarterly

☐ Monthly * No. of waves

☒ Others

* For monthly reporting, you are not required to iChope every month. Our system will do the recurrence based on number of waves selected.

Timeline*: Availability of input material(s) by 30/Jun/2023

Expected delivery date of first draft by * 10/Jul/2023

Expected final deliverable by * 17/Jul/2023

* For current waves only if this is a tracker study

* Terms and conditions may apply

Description*: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

PREV

NEXT »

6

Read the Acknowledgement, tick the "I hereby acknowledge..." checkbox. Click "NEXT »".

iFusionWorks - Automation

Welcome Clara Chin, you are booking Automation services

Acknowledgement

Please note that submission of Automation request **does not guarantee** your support in accordance to your stipulated timeline as we work on a **first come first served basis** and requests are **subject to the availability of Automation team resources**.

New Automation

Please note that not all projects are suitable for automation, and there will need to be some degree of repetitiveness (multiple waves, multiple countries, multiple segments etc) for it to be suitable. We will need to evaluate any ad hoc report templates in order to determine the suitability for automation.

Please send us questionnaires, properly formatted final report template with charting instructions included and interim data tables (with an Index Page).

Do note that data tables will need to be consistent across countries/segments/waves in terms of the following:

- Table structure
- Table description labels
- Question labels
- Attributes/brand labels
- Formatting of values

2-3 weeks are required upon receipt of final template with instructions and interim data for us to set up the automation. We will need to receive the final data from you at least 2 or 3 days before the delivery date.

We reserve the right to push back the report delivery date if:

- There are any changes to the report template in this time period
- Instructions are unclear
- The data tables are inconsistent
- There are any delays in receiving any of the required materials as per the above mentioned.

For Quarterly or Yearly trackers, please note that you will need to submit an existing automation request for subsequent waves if the changes are <10% or a new automation request if changes are >10%. This is not required for monthly trackers as the system will automatically generate the bookings for subsequent waves up to the mentioned number of waves.

Dashboard Requirement Guides:

Once all deliverables are completed, we appreciate your timely acknowledgement so that we can close the job and release the time for other teams. If no feedback is received within 7 days, we will consider the job completed and any changes will require new request.

☒ I hereby acknowledge that I have read, understand and agree to the terms and conditions.

PREV

NEXT »

7

At Verification page, do double-check all the information that you have filled up in the Automation Service/s form page, thoroughly. You can still edit the details, simply by clicking the blue text and you will be directed to the related tab.

Once you are satisfied with all the information that you have keyed in for your service ticket, click "SUBMIT".

Verification

Please verify the details for your request(s) before submit!
*To edit the details, simply click on this blue text to be redirected to the related tab.

Request Type: Client Project
 Project Number: 12-345678-90
 Project Name: Healthcare
 CC Email: clara.chin@ipsos.com
 Country: Malaysia
 Service Line: Operation
 Primary Contact: Clara Chin
 Email: clara.chin@ipsos.com

Automation

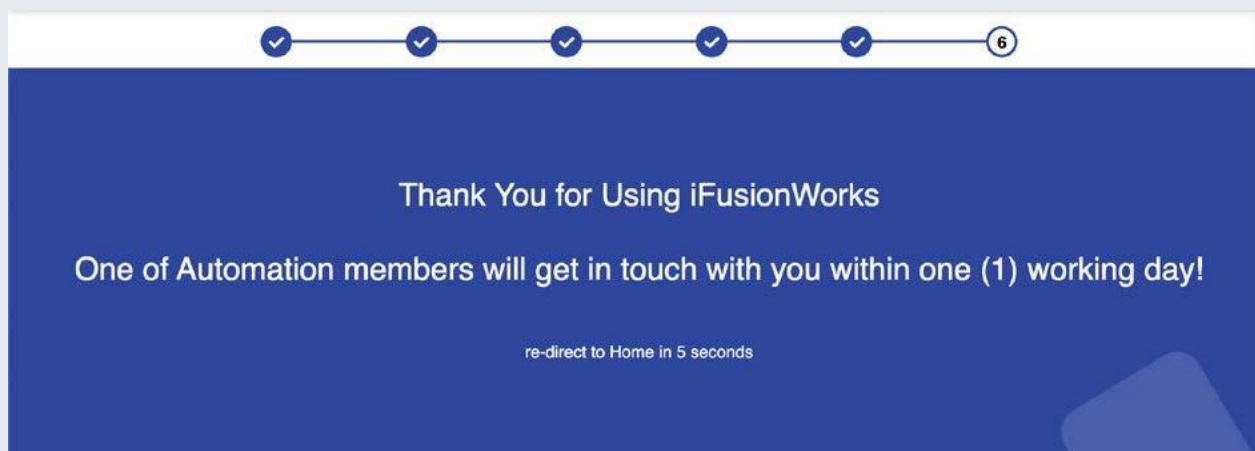
Automation Type: New
 Automation Details: Tracker
 Output Format: Excel (2 sheets)
 Report Frequency: Yearly
 Availability of Input Material(s) by: 30/Jun/2023
 Expected Final Deliverable by: 10/Jul/2023
 Descriptions:
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Interactive Dashboard

Dashboard Type: Online, Harmoni
 Dashboard Details: Tracker
 Frequency: Yearly
 Availability of Input Material(s) by: 30/Jun/2023
 Expected Delivery Date of First Draft by: 10/Jul/2023
 Expected Final Deliverable by: 17/Jul/2023
 Descriptions:
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

8

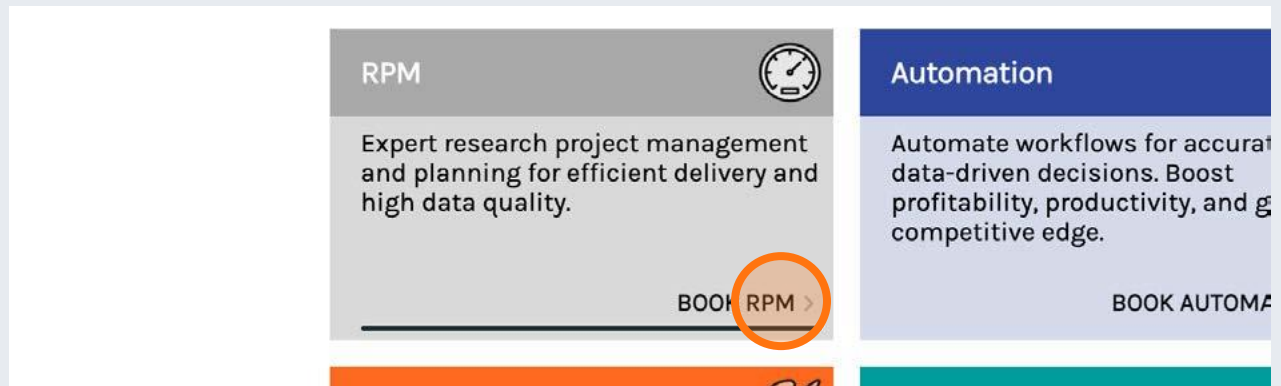
One of the Automation team members will reach out to you within one (1) working day, via email, in confirmation towards your service that you have booked via iFusionWorks.



08 How to Book a RPM Service on iFusionWorks

1 Navigate to ifusionworks.com

2 Click "BOOK RPM"



3 You may choose more than one (1) RPM Service/s. Fill in your project details in the General Information form page. Click "NEXT »".

A screenshot of the 'General Information' form page. At the top, there is a progress bar with six steps. Step 2 is the current step, indicated by a blue circle with a checkmark. The form contains the following fields:

- RPM Services***: A list of checkboxes. 'Link Checking' and 'Tabulation Checking' are checked. 'End-to-End Project Management' and 'Others' are unchecked.
- Request Type***: A row of radio buttons. 'Client Project' is selected. 'Proposal' and 'Other - Internal' are unselected.
- Project Number***: A field with three input boxes containing '12', '345678', and '90'. Below it is a checkbox labeled 'Project Number is not available.' which is unchecked.
- Project Name***: A text input field containing 'Healthcare'. Below it is a red asterisk note: '*If there isn't a project name, please make up one for this request purpose.'
- CC (email addresses):**: A text input field containing 'clara.chin@ipsos.com'.

At the bottom of the form, there are two buttons: '« PREV' and 'NEXT »'. The 'NEXT »' button is circled in orange. At the very bottom, there is a small copyright notice: 'Copyright© Ipsos 2023. For internal use only.'

4 In the RPM Service/s page, do fill in the form in much detail as possible. If you have selected more than one (1) RPM Service, do remember to click on the other tabs to fill the other forms up.



Link Checking **Tabulation Checking** 3 4 5 6

Link Checking Request

Methodology* : ☒ Online ☐ CATI ☐ CAPI ☐ Other, please specify:

Link to be tested on* ? : ☒ Laptop/ Desktop ☐ Tablet ☐ Mobile

Complexity level* ? : ☒ Basic ☐ Medium ☐ High

5 Once you are done filling up the form/s, click “NEXT »”

Details* : ☒ Tracker ☐ Ad-Hoc

Frequency* : ☒ Bi-Annual ☐ Quarterly ☐ Monthly * No. of waves ?
* For monthly checking task, you are not required to submit every month. Our system will do the recurrence based on number of waves selected.

Number of markets/ categories* :

Number of banners per markets/ categories* :

Interim tables* ? : ☒ Yes ☐ No

Final tables* : ☒ Unweighted ☐ Weighted

Timeline* : Availability of input material(s) by

Expected start date of table checking by RPM

Expected date of table sign-off
* Maximum 2 rounds of revised table checking.

Description* :

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6 Read the Acknowledgement, tick the “I hereby acknowledge...” checkbox. Click “NEXT »”.



Acknowledgement

Please note that submission of RPM request **does not guarantee** you our support in accordance to your stipulated timeline as we work on a **first come first served basis** and requests are **subject to the availability of RPM team resources**.

Once all deliverables are completed, we appreciate your timely acknowledgement so that we can close the job and release the time for other teams. **If no feedback is received within 7 days, we will consider the job completed** and any changes will require new request.

☒ I hereby acknowledge that I have read, understand and agree to the terms and conditions.

7

At Verification page, do double-check all the information that you have filled up in the RPM Service/s form page, thoroughly. You can still edit the details, simply by clicking the blue text and you will be directed to the related tab.

Once you are satisfied with all the information that you have keyed in for your service ticket, click "SUBMIT".

Verification

Please verify the details for your request(s) before submit!

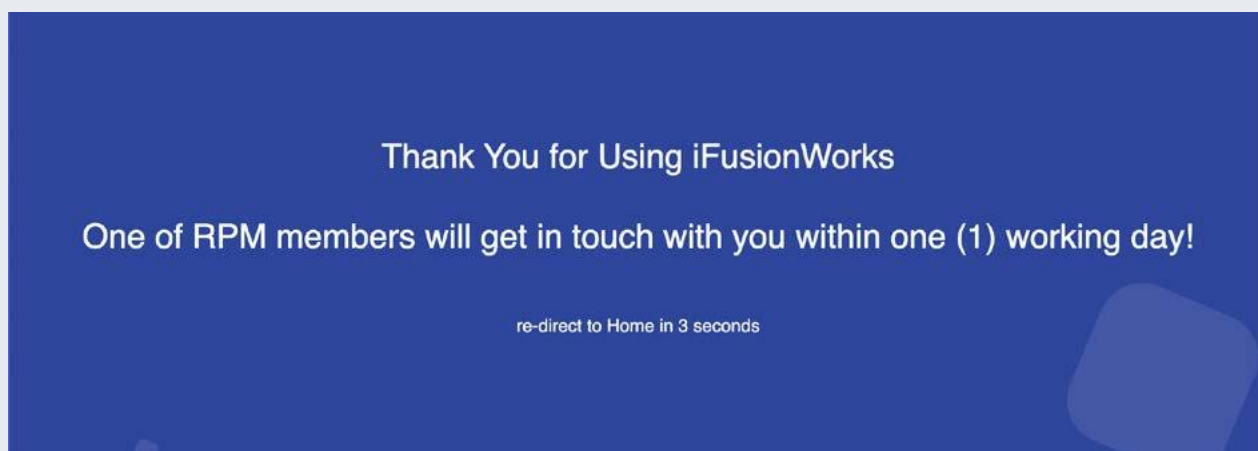
**To edit the details, simply click on the blue text to be redirected to the related tab.*

Request Type: [Client Project](#)
 Project Number: [12-345678-90](#)
 Project Name: [Healthcare](#)
 CC Email: clara.chin@ipsos.com
 Country: [Malaysia](#)
 Service Line: [Operation](#)
 Primary Contact: [Clara Chin](#)
 Email: clara.chin@ipsos.com
 Interim tables: [Yes](#)
 Final tables: [Unweighted](#)
 Availability of Input Material(s) by: [30/Jun/2023](#)
 Expected Delivery Date of First Output/ Draft by RPM: [10/Jul/2023](#)
 Expected Last Deliverable from RPM: [12/Jul/2023](#)
 Descriptions:
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut

[PREV](#) [SUBMIT](#)

8

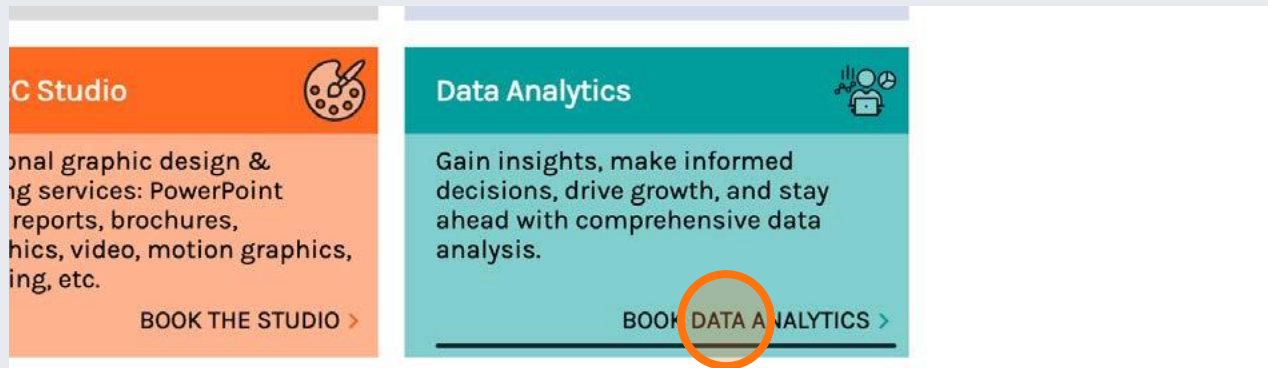
One of the RPM team members will reach out to you within one (1) working day, via email, in confirmation towards your service that you have booked via iFusionWorks.



09 How to Book a Data Analytics Service on iFusionWorks

1 Navigate to ifusionworks.com

2 Click "BOOK DATA ANALYTICS"



3 You may choose more than one (1) Data Analytics Service/s. Fill in your project details in the General Information form page. Click "NEXT »".

The screenshot shows the 'General Information' form page. At the top is a progress bar with five steps; the second step is active. The form contains the following fields:

- Data Analytics Services*:** A list of services with checkboxes. 'Data managing' and 'Correlation' are selected.
- Request Type*:** Radio buttons for 'Client Project' (selected), 'Proposal', and 'Other - Internal'.
- Project Number*:** A field with a dropdown menu showing '12', '345678', and '90'.
- Project Name*:** A text input field containing 'Healthcare'.
- CC (email addresses):** A text input field containing 'clara.chin@ipsos.com'.

The 'NEXT >' button at the bottom right is circled in orange.

4 In the Data Analytics Service/s page, do fill in the form in much detail as possible. If you have selected more than one (1) Data Analytics Service, do remember to click on the other tabs to fill the other forms up.



✓ 1 3 4 5 6

Data managing Correlation

Data managing

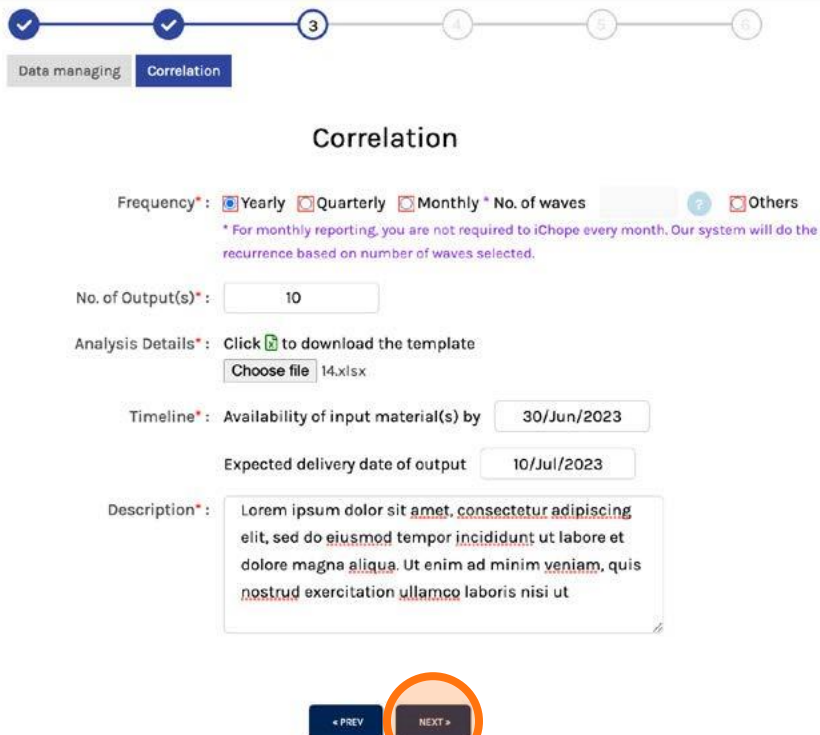
Frequency*: ☒ Yearly ☐ Quarterly ☐ Monthly * No. of waves ? ☐ Others

* For monthly reporting, you are not required to iChope every month. Our system will do the recurrence based on number of waves selected.

No. of Output(s)*:

5

Once you are done filling up the form/s, click "NEXT »"



✓ 1 3 4 5 6

Data managing Correlation

Correlation

Frequency*: ☒ Yearly ☐ Quarterly ☐ Monthly * No. of waves ? ☐ Others

* For monthly reporting, you are not required to iChope every month. Our system will do the recurrence based on number of waves selected.

No. of Output(s)*:

Analysis Details*: Click to download the template

Choose file 14.xlsx

Timeline*: Availability of input material(s) by

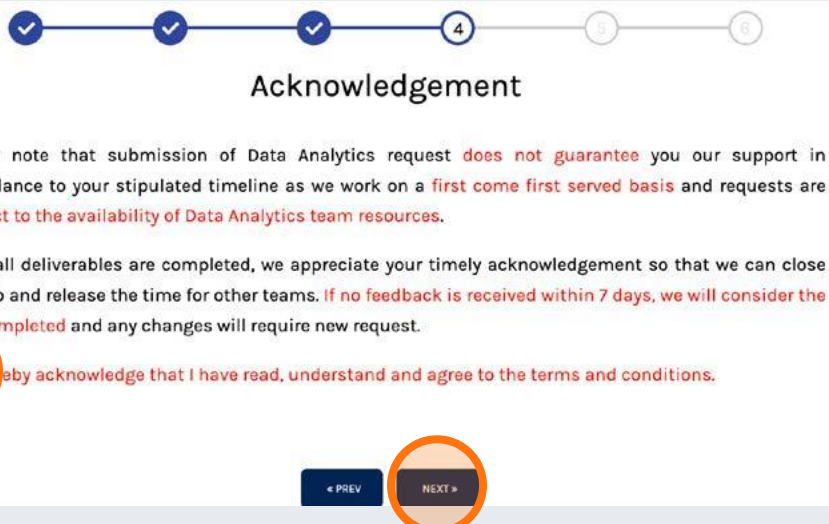
Expected delivery date of output

Description*: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut

< PREV NEXT >

6

Read the Acknowledgement, tick the "I hereby acknowledge..." checkbox. Click "NEXT »".



✓ 1 3 4 5 6

Acknowledgement

Please note that submission of Data Analytics request **does not guarantee** you our support in accordance to your stipulated timeline as we work on a **first come first served basis** and requests are **subject to the availability of Data Analytics team resources**.

Once all deliverables are completed, we appreciate your timely acknowledgement so that we can close the job and release the time for other teams. **If no feedback is received within 7 days, we will consider the job completed** and any changes will require new request.

☒ I hereby acknowledge that I have read, understand and agree to the terms and conditions.

< PREV NEXT >

7

At Verification page, do double-check all the information that you have filled up in the Data Analytics Service/s form page, thoroughly. You can still edit the details, simply by clicking the blue text and you will be directed to the related tab.

Once you are satisfied with all the information that you have keyed in for your service ticket, click "SUBMIT".

Verification

Please verify the details for your request(s) before submit!
 *To edit the details, simply click on the blue text to be redirected to the related tab.

Request Type: [Client Project](#)
 Project Number: [12-345678-90](#)
 Project Name: [Healthcare](#)
 CC Email: clara.chin@ipsos.com
 Country: [Malaysia](#)
 Service Line: [Operation](#)
 Primary Contact: [Clara Chin](#)
 Email: clara.chin@ipsos.com

Correlation

Frequency: [Yearly](#)
 No. of Output(s): [10](#)
 Availability of Input Material(s) by: [30/Jun/2023](#)
 Expected Final Deliverable: [10/Jul/2023](#)
 Description:
[Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut](#)

[< PREV](#)
[SUBMIT](#)

8

One of the Data Analytics team members will reach out to you within one(1)working day, via email, in confirmation towards your service that you have booked via iFusionWorks.



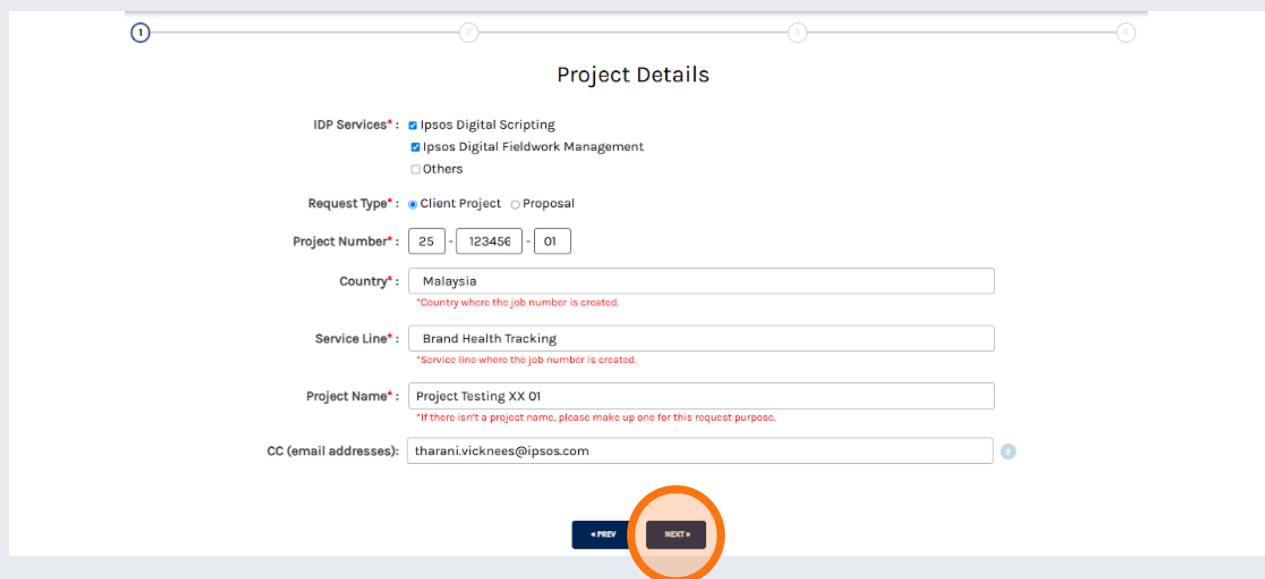
10 How to Book a RPM MY Service with Ipsos Digital on iFusionWorks

1 Navigate to ifusionworks.com

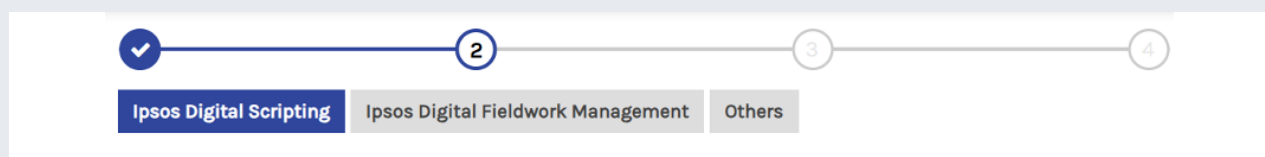
2 Click "BOOK RPM MY"



3 You may choose more than one (1) IDP services. Fill in your project details in the Project Details form page. Click "NEXT »".



4 In the Project Detail page, do fill in the form in much detail as possible. If you have selected more than one (1) IDP services, do remember to click on the other tabs to fill the other forms up.



5

Fill in all 3 tabs "Ipsos Digital Scripting Request", "Ipsos Digital Fieldwork Management" or "Other Request" if selected more than one. Once you are done filling up the form/s, click "NEXT »"

Tab 1:

Ipsos Digital Scripting Request

Complexity level* : ☒ Basic ☐ Medium ☐ High

LOI (minutes)* :

Details* : ☐ Tracker ☒ Ad-Hoc

Frequency* : ☐ Bi-Annual ☐ Quarterly ☐ Monthly * No. of waves

* For monthly scripting task, you are not required to submit every month. Our system will perform the recurrence based on number of waves selected.

Number of markets/ categories* :

Timeline* : Availability of finalized questionnaire by

Expected 1st test link from RPM

Expected date for link sign-off by RSH

Description* :

Tab 2:

Ipsos Digital Fieldwork Management Request

Progress Reporting Frequency* : ☒ Daily ☐ Once Every 2 days

No. of Quotas* : (excluding Age/Gender/Region)

Timeline* : Fieldwork Start Date

Fieldwork End Date

Description* :

Tab 3:

Other Request

Complexity level* : ☒ Basic ☐ Medium ☐ High

Details* : ☒ Tracker ☐ Ad-Hoc

Frequency* : ☒ Bi-Annual ☐ Quarterly ☐ Monthly * No. of waves

* For monthly task, you are not required to submit every month. Our system will perform the recurrence based on number of waves selected.

Number of markets* :

Timeline* : Availability of input material(s) by

Expected date of first deliverable from RPM

Expected date of last deliverable from RPM

Description* :

6

Read the Acknowledgement, tick the “I hereby acknowledge...” checkbox. Click “NEXT »”.

Once all deliverables are completed, we appreciate your timely acknowledgement so that we can close the job and release the time for other teams. If no feedback is received within 7 days, we will consider the job completed and any changes will require new request.

☒ I hereby acknowledge that I have read, understood and agreed to the terms and conditions.

< PREV NEXT >

7

At Verification page, do double-check all the information that you have filled up in the Ipsos Digital form page, thoroughly. You can still edit the details, simply by clicking the blue text and you will be directed to the related tab.

Once you are satisfied with all the information that you have keyed in for your service ticket, click “SUBMIT”

Please verify the details for your request(s) before submit!
*To edit the details, simply click on the blue text to be redirected to the related tab.

Request Type: Client Project
Project Number: 25-123456-01
Project Name: Project Testing XX 01
CC Email: tharani.vicknees@ipsos.com
Country: Malaysia
Service Line: Brand Health Tracking
Primary Contact: Tharani Vicknees
Email: tharani.vicknees@ipsos.com
LOI (minutes): 23
Details: Ad-Hoc
Number of markets/ categories: 2
Availability of finalized questionnaire by: 23/Jun/2025
Expected 1st test link from RPM: 25/Jun/2025
Expected date for link sign-off by RSH: 27/Jun/2025
Descriptions:
Project background

< PREV SUBMIT

8

One of the RPM team members will reach out to you within one (1) working day, via email, in confirmation towards your service that you have booked via iFusionWorks.

Thank You for Using iFusionWorks

One of IDP members will get in touch with you within one (1) working day!

BACK TO HOME SCREEN

re-direct to Home in 26 seconds