



FutureManagers

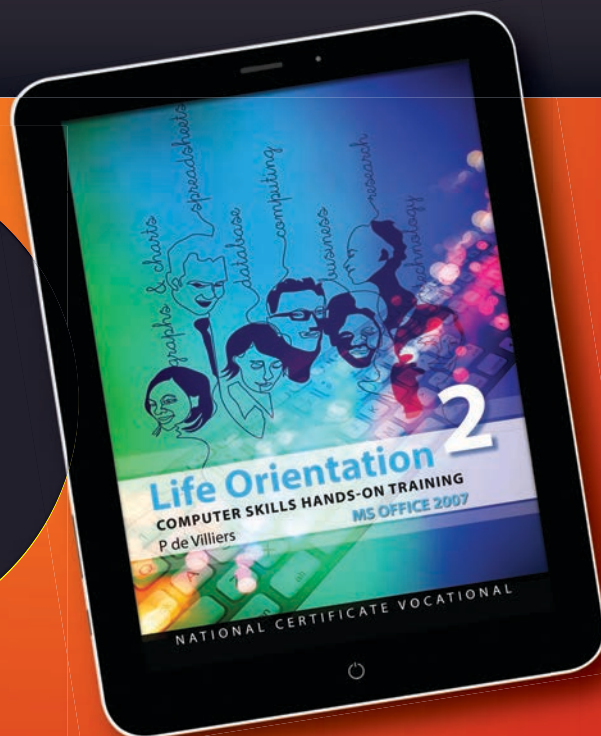
SIYAFUNDA • SIYAKHULA

www.futuremanagers.net

Step-by-step guide to purchasing eBooks

**NEW
eBooks**

Download our NEW
Future Managers App.



A step-by-step guide to purchasing eBooks!

Future Managers' eBooks are compatible with most Smartphones, Tablets, PCs and Laptops. Our eBooks are available on Apple's App Store™, Google play™, as well as on the Future Managers website. Please read the applicable section below to learn more about the process you will need to follow to purchase any of our eBooks.

There are two major categories of devices on which you can read our eBooks:

- A. Handheld Devices
- B. PCs & laptops

A. Handheld devices

Short guide

To access any of our eBooks you first need to install the free “Future Managers” App on your tablet or smartphone. Search for the Future Managers App in the App Store on your device. Download the “FM App” and complete the short registration form. You will now be able to view, purchase and download any of our eBooks.



Smart guide

Below is a “step-by-step” guide to buy and download an eBook for;

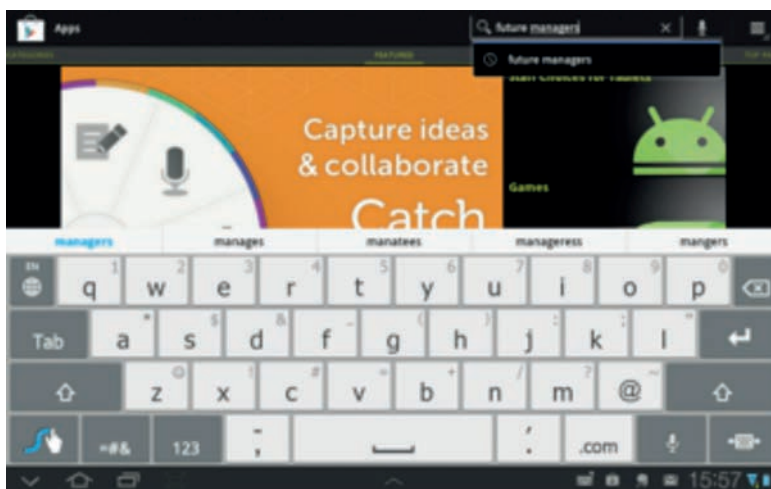
1. Android™ Devices
2. iPads and iPhones

1. Android™ – Google Play™

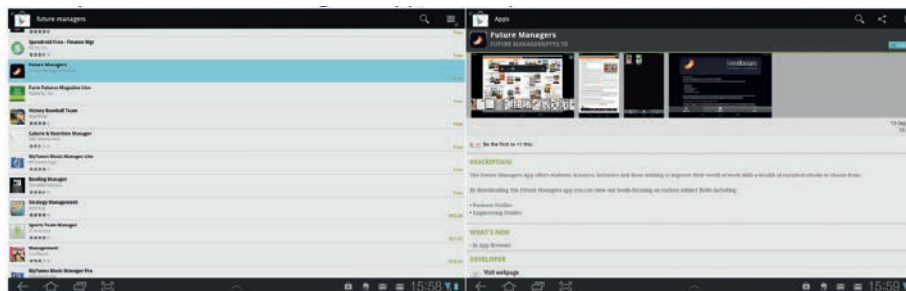


Steps to install the “Future Managers” App

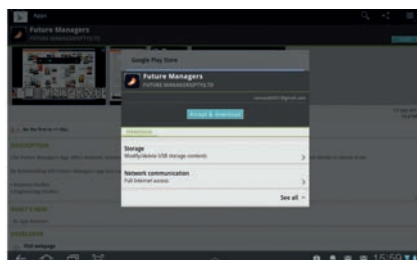
1. We recommend using a WIFI connection to save data cost when installing our App or downloading an eBook.
2. On your Android™ tablet or smartphone, go to the Play Store App and tap on the magnifying glass. Type “Future Managers” and tap the return key to search.



3. Tap on the “Future Managers” App, then tap on “Install”.



4. A confirmation box will open up with details of the App, tap on “Accept & download”.



5. The App will start installing and will take approximately 25 seconds to complete the installation when using WIFI on a 4MB ADSL line or a 3G connection.
6. Once the download has completed, you will see a notice reading, “**Allow automatic updating**”, we recommend enabling this, by tapping the box on the left of the text. Please note that data charges may apply if the update occurs on a 3G connection. Tap on “Yes” or “No” to confirm. You can always change this later in your settings.
7. You can open the Future Managers App from this screen by tapping on “Open”, or you can return to your Apps by tapping on the home icon on the bottom left, and then on your App icons on the top right. Locate the App to open it.



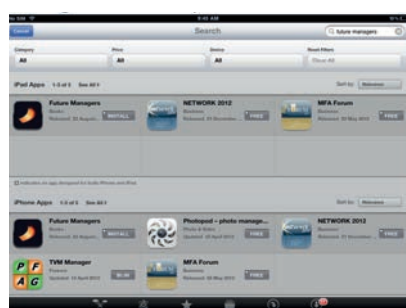
2. iPads & iPhones



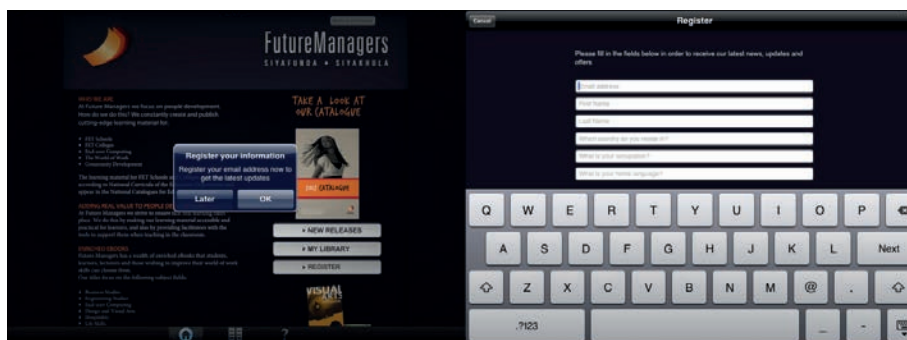
Steps to install the Future Managers App



1. We recommend using a WIFI connection to save data cost when installing our App or purchasing an eBook.
2. On your iPhone or iPad, go to the App Store and search “Future Managers” under “Categories” and tap “INSTALL APP”.



3. Please note that we have both an iPad and an iPhone version – tap on the applicable version to install our free App.
4. The App will start installing and will take approximately 25 seconds to complete the installation when using WIFI on a 4MB ADSL line or a 3G connection.
5. Locate the FM App on your device and tap on it.
6. When the App opens the first time, you will be asked to “Register your information”. Tap “OK” to complete a very short registration form. If you tapped “Later”, when you wish to register, locate “Register” on the home page and tap it.



7. The “Register” form will appear automatically, complete the short registration form and tap “Register” when finished.
8. You will be prompted to enter your “Apple ID Password”, please enter and tap “OK”
9. Please refer to the “Help” section on the bottom right corner to learn how to use the App.

Steps for Institutions to buy eBooks

– for Tablets & Smartphones

Institutions can, as is the case with textbooks, buy eBooks on behalf of their students!

To do so, an official order can be placed for an “eBook Bundle” in the same manner as for printed books. Future Managers will, upon receiving payment, provide institutions with download options to enable any of the following two (2) options:

Option 1

Institutions pay, but students download individually

1. An institution follows the normal ordering process (email & fax) to order an “eBook bundle” from Future Managers.
2. Such an order must be accompanied by a list of “**Username**s” of all the students who will receive a specific eBook. The student’s college or school **email address** is preferred since the student will use this email address when downloading the Future Managers App.
3. An Excel spreadsheet containing the following fields;
 - e-mail address (which will be the username)
 - Password (which can be the student number or ID number)
 - Device (PC/Mac, Android™, iPad or iPhone)
4. Once payment is confirmed and a student’s email address and password is loaded on the eBook platform (by Future Managers) the student will be able to download the eBook onto his/her device of choice.
5. The student’s device could be a tablet, Smartphone or Personal Computer.
6. For all tablets and smartphones students **must** download the specific eBook via their device – see the “App Download” section.
7. The “paid for” eBook will show as “**Owned**” in the FM App and the student can proceed with the download.
8. NB – It is essential for students to use the same email address and password (as the one the Institution provided to Future Managers) when registering in the FM App for the first time.

Option 2

Institutions pay and “self-host”

1. An Institution follows the normal ordering process via email, or ordering on the Future Managers’ website or by faxing an order for an “**eBook bundle**” from Future Managers.
2. Future Managers will (once the order is confirmed) provide the Institution with **download links to all the eBooks purchased.**
3. These links will enable the institution to download the purchased eBooks onto its server. This will enable the institution to pre-load the eBooks onto their various devices whether they are handheld devices or PCs.
4. To pre-load an eBook from the institution’s server onto a tablet or PC use the following instructions:
 - An IT specialist at the institution contacts Future Managers for assistance.
 - Preload requirements:
 - a. The Server/Host must have access to the Internet.
 - b. The Server/Host will have to have sufficient licenses that will allow multiple students to connect.
 - c. The Server/Host must be accessible on the institution’s WIFI network with a specific IP address or name that will need to be sent to FM.
5. It is important to note that the download link will only allow the institution to pre-load the purchased number of eBooks onto the student devices. Authentication will happen for each student every time they open the book. If in a class, then all 30 students can type the same password, and it will not work the 31st time.

Steps for individuals to buy an eBook

– for Tablets & Smartphones

A. Android™ Devices

1. Locate the Future Managers App and open it.
2. Tap on “**Editions**” to see all the available eBooks. The eBooks with pricing are available for purchase. All the other items are free.
3. To purchase an eBook, tap on the title.
4. Once opened, tap on the price. A message will appear asking you to confirm your purchase. Tap “**Buy**” to confirm.
5. If you have not configured a Google Play account with your credit card details, you can do so now.
6. Note that data charges on mobile can be expensive when downloading eBooks.
7. You may, with certain books, be prompted to download embedded video data. We recommend downloading the data to have a richer experience with the eBook.

B. iPads and iPhones

1. Locate the FM App on your iPad or iPhone and tap on it.
2. Tap on “**My Library**” to see all the available eBooks. The eBooks with pricing are available for purchase.
3. To purchase an eBook, tap on the title.
4. Once opened, tap on the price. A message will appear asking you to confirm your purchase. Tap “**Buy**” to confirm.
5. You will be prompted to enter your “**Apple ID Password**”. Note that this is your normal password used for all Apple purchases and is in no way related or managed by Future Managers.
6. Tap “**Yes**” to download the book immediately or “**Later**” to download it at a later stage. Please note that cellular data costs are high. You may choose to download it later, for example if you are on an ADSL connection as opposed to using a 3G connection. To download it later, simply tap on the title again and once open, tap on “**Owned**” to download it.
7. You may, with certain books, be prompted to download embedded video data. We recommend downloading the data to have a richer experience with the eBook.

Updates

When any of our eBooks are updated the Future Managers App will show, “**Updates Available**”! To update, in you App store, tap on “**Update**”, select our FM App and “**confirm**”.

B. PCs or Mac (Adobe™ Flash Player)

Short guide

To access and download any of our eBooks on your PC or laptop you need to visit the eBook section on our website www.futuremanagers.net. First-time visitors will need to register before you can login to buy an eBook– see top left corner of the website. Once registered, click on the relevant eBook and follow the normal “checkout” route to purchase your eBook. Two challenges you may need to overcome are your PCs system requirements and the method of payment. Credit cards payments and EFTs are also possible.

Smart guide

A step-by-step guide to buying your eBook on PCs & Laptops

Our eBooks use Adobe™ Flash Player and although earlier versions may work, our eBooks have been optimised for Adobe™ Flash Player version 11 and we recommend installing it by following this link – <http://get.adobe.com/flashplayer/>.

System requirements

Windows™

- 2.33GHz or faster x86-compatible processor, or Intel® Atom™ 1.6GHz or faster processor for netbooks
- Microsoft® Windows® XP (32 bit), Windows Vista® (32 bit), Windows 7 (32 bit and 64 bit)
- Internet Explorer 7.0 or later, Mozilla Firefox 4.0 or later, Google Chrome, Safari 5.0 or later, or Opera 11
- 128MB of RAM (1GB of RAM recommended for netbooks); 128MB of graphics memory

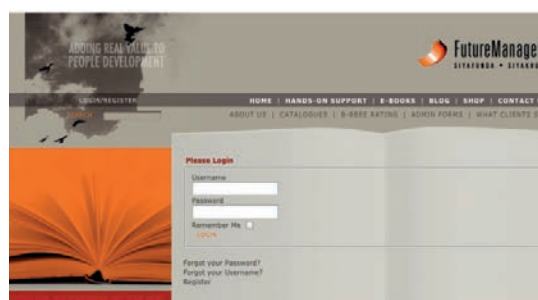
Mac OS™

- Intel Core™ Duo 1.83GHz or faster processor
- Mac OS X v10.6 or v10.7
- Safari 5.0 or later, Mozilla Firefox 4.0 or later, Google Chrome, or Opera 11
- 256MB of RAM; 128MB of graphics memory

Steps for Institutions to buy eBooks

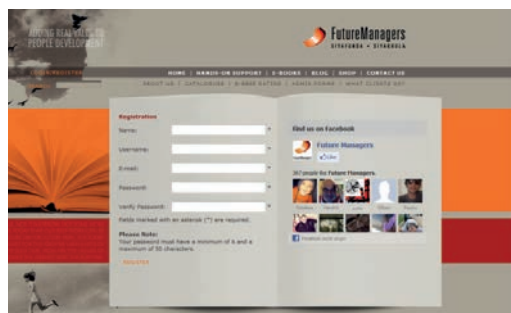
– for PCs & Laptops

Institutions can place bulk orders for multiple students at the same time. A once-off registration on Future Manager’s website is required by clicking on “**Login/Register**” page. As a security measure, kindly email or call Future Managers to activate your account as an institution. Once activated, an additional menu item will appear called “**Institutional Purchases**”, which will display the page for bulk-institutional-purchasing. Future Managers accepts EFT payments, credit cards or terms for account holders.

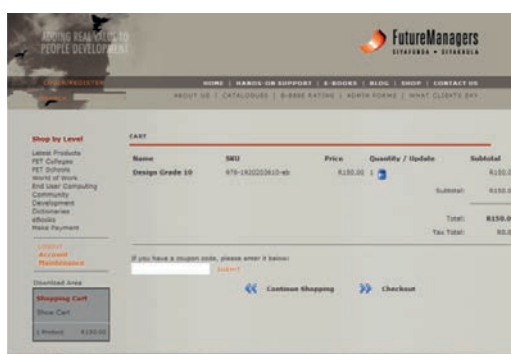


Steps

1. In your web browser, go to www.futuremanagers.net.
2. Click on “**Login/Register**” on the top on the left hand side.
3. If you have registered before, please log in – if not, please click on “**Register**” at the bottom. To register –



- Fill in your details.
 - Click “**register**” and look for an activation mail in your email “Inbox”. Note you may need to navigate through your **spam/junk** mail if you have not received an “**activation**” email within 5 minutes.
 - Once you receive a Future Managers email containing an activation link, click on this link to activate your account.
 - You can now “**Login**” using your newly created username and password.
4. Once logged in, navigate to the “**eBooks**” section on the main menu. All existing eBooks should now be visible.
 5. You can add a specific title to the cart straight away by clicking “**Add to cart**” or you can read more about the title first and then click on “**Proceed**” to proceed with your purchase.
 6. You have the choice to continue shopping by clicking “**Continue Shopping**”.
 7. If you decide not to add more items you can proceed to the checkout process by clicking on “**Show Cart**” on the left side.
 8. Once on the Checkout page, review your order and click on “**Checkout**”.



9. Confirm your details and click “**Next**”
10. Review your order and click “**Confirm Order**”.
11. A message will display to confirm that your order was successfully placed. Click on “**Proceed to Payment Page**” to continue.

Payments

Both Institutions and individuals can make payment by means of an EFT or a Credit Card.

A. EFTs

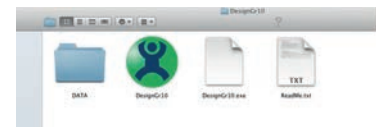
1. Since EFT payments are not effective immediately (real time), Future Managers will only issue you with your unique download details once the bank has processed your payment and the monies are reflected in Future Managers account.
2. Future Managers will, upon receiving your payment, send you a confirmation email with details on how to download the eBook. You will need to log in to the Future Managers website to see this information – *see download instructions below!*
3. Registration on the Future Managers website and an upfront payment is essential.

B. Credit Cards

1. For payment by credit card, fill in your credit card details on the website and click “**Pay now**”.
2. If prompted with a question such as, “Save to...” we recommend saving your download to your Desktop.
3. You will be redirected to a page where you can download the eBook – *see download instructions below!*
4. If for any reason an error occur during the process, you can return to the website, log back in to the shop and click on “**Download Area**” on the left to download your order again.

Steps to download an eBooks on your PC (after payment confirmation)

1. Our eBooks for PCs use Adobe™ Flash Player and although earlier versions may work, our ebooks have been optimised for Adobe™ Flash Player version 11 and we recommend installing it by following this link – <http://get.adobe.com/flashplayer/>. Note that certain browsers like Firefox will automatically prompt you to install the latest Flash Player.
2. Click on the link you’ve been provided with to download the eBook.
3. When you click on the provided link you will need to insert your email address and password to view your eBook.
4. You can read the eBook live on the Internet or you can choose to download the eBook to your PC by clicking on “**Options**” on the top left and selecting “**Download offline version**”.
5. Depending on your web browser, you will be given the option to open or save the file. Select the option to save the file and please take note in which folder you save the file.
6. Once the download is completed, locate your eBook in the folder where you saved the file and double click on the eBook icon to open it. It will extract a zip file and create a folder with the same name next to it.
7. Double-click on the folder and if you are on a PC double-click on the executable (.exe) file with the title of the book. If you are using a Mac double-click the green logo with the title of the eBook.
8. You will be prompted to enter your email address and password. Note that although it is an offline version of the eBook, you have to be connected to the Internet for your eBook to authenticate the first time.



Further assistance

1. Website: If you need any further assistance, please visit the “Help” section on our website by going to www.futuremanagers.net/help.
2. Email: If you cannot find the information you are looking for, you may email us for assistance on support@futuremanagers.net.
3. Telephonically: You may call Future Managers for support on +27 21 462 3572.

Frequently Asked Questions

1. Can I download an eBook for my Apple iPad or Android tablet from the Future Managers Website?
 - No you cannot. You will have to download it on your specific device.
2. On which devices will the FM App not work?
 - Kindle (Moby-Pocket)
 - Any devices using something other than Android, like BlackBerry & HTC using the Windows platform.
3. My device got stolen – how do I get my eBook (that I have purchased before) back?
 - Contact Future Managers to deactivate your previous licenses and to enable you to download your purchases again.
4. I bought an iPad – can I transfer my license from my PC?
 - Yes, please contact Future Managers to assist.
5. My login details do not work
 - You can reset your password. Note that your website and eBook password will be different.

General Information

1. All the Future Managers eBooks are DRM (Digital Rights Management) protected.
2. Our eBooks are device specific and cannot be transferred to another device unless that device belongs to the same user.

ADDING REAL VALUE TO PEOPLE DEVELOPMENT



FutureManagers

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