APP GUIDE & USER MANUAL

CAPTAINS · SEVAKS · VIHAR SEVA GROUPS

vSeva

EVERY STEP COUNTS.

Your guide to recording, managing and understanding the Vihar Seva journey.

PREPARED FOR

October 2026

Vihar Seva Groups, Captains & Sevaks

A practical, step-by-step guide to the vSeva app and website.

RECORD · TRACK · SERVE · SHARE

ONE RECORD OF EVERY VIHAR.

vSeva is an app for Jain Vihar Seva groups. Sevaks record each Vihar in a minute; the Captain sees the whole group: who served, which routes, how many kilometres, and how the year is going.

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Names and phone numbers in every screenshot are anonymised.

WHAT VSEVA DOES.

01 **Record Vihars**
A four-step form. Distance comes from your group's routes.

02 **Captain approval**
Sevaks' Vihars wait for the Captain to approve them.

03 **Stats and Sankalp**
Kilometres, streaks, rank, leaderboards and a yearly target.

04 **Members and routes**
The Captain creates logins and keeps the route list.

05 **Alerts, VChat, contacts**
Upcoming Vihar alerts, group chat, Call and WhatsApp.

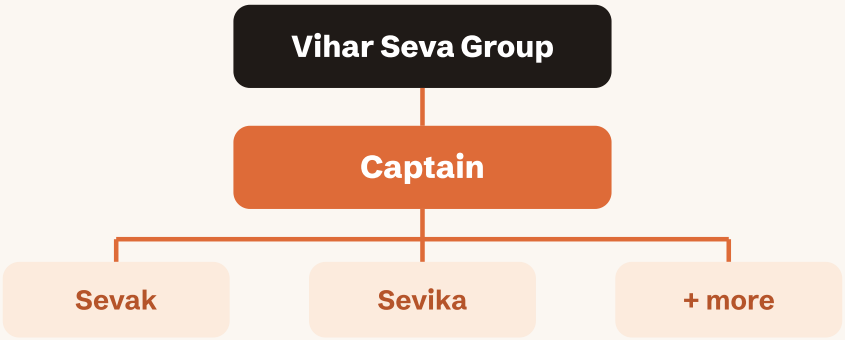
06 **Reports and sharing**
PDF / Excel exports, Seva cards and a Vihar Seva ID card.

07 **Directory and Derasars**
A public directory and a finder for Derasars near you.

In English, ગુજરાતી and हिंदी: tap EN at the top of any screen.

CAPTAIN AND SEVAK.

Each group has **one Captain account** and any number of **Sevak accounts**. The Vice Captain is named in the group details and contacts; it is not a separate account.



ACTION	CAPTAIN	SEVAK
Record a Vihar	Counts at once	After approval
Approve entries	Yes	No
Edit / delete entries	Yes	No
Statistics	Whole group	Own + group analytics
Sevaks, routes, contacts	Manages	Views contacts
Upcoming Vihar alert	Sends	Receives
Sankalp	Group; can lock	Own
Post in VChat	Always	If allowed
Export reports	Yes	No

BRING YOUR GROUP ON.

A group starts with its Captain. The vSeva team reviews every new group.

1. **Apply**
   On the sign-in screen tap **Create Captain Account** and fill in the Captain, group and address details.

2. **Wait for review**
   Once approved, the Captain signs in with their **email** as username and **mobile number** as password.

3. **Check group details**
   Tap your photo → **Profile & Settings** → confirm names and city → **Save Changes**.

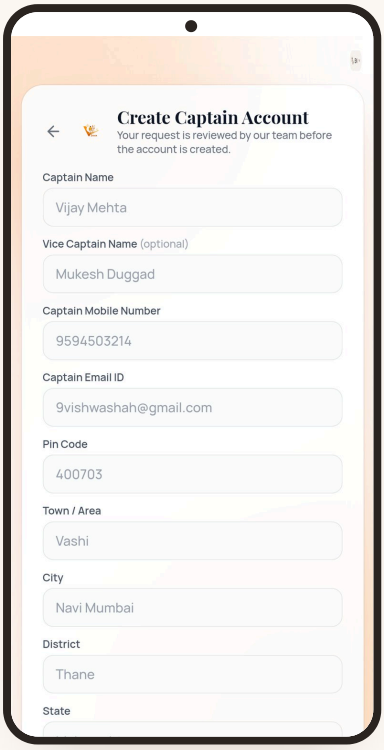
4. **Set the Group Sankalp**
   In Profile & Settings, **Edit** Group Sankalp: Vihars the group aims for this year.

5. **Add routes**
   More → **Manage Routes**: From, To, km and an optional Via.

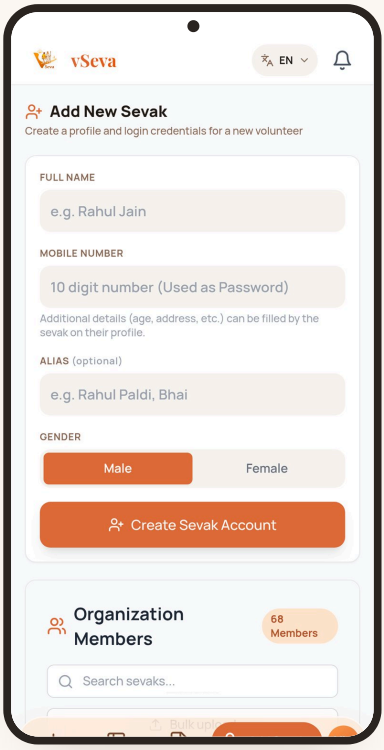
6. **Add Sevaks**
   More → **Add Sevaks**: name, mobile, gender. Share the login shown, in one tap on WhatsApp.

7. **Add emergency contacts**
   More → **Contacts**. Every Sevak sees them.

THE FIRST TWO SCREENS.



Create Captain Account
reviewed by the vSeva team



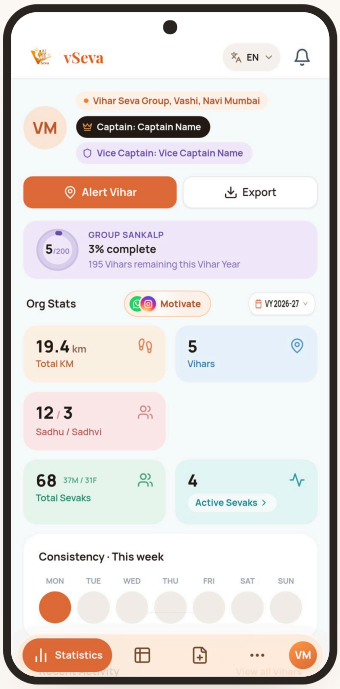
More → Add Sevaks
mobile number = first password

SETUP CHECKLIST

- ☐ Captain approved
- ☐ Group Sankalp set
- ☐ Sevaks added
- ☐ Group details saved
- ☐ Routes added
- ☐ Contacts added

RUNNING THE GROUP.

Bottom bar: **Statistics**, **View Entries**, **New Entry**, **More** and your photo.



Statistics, the Captain's home

TO…	GO TO
Approve	More → Pending Approvals
Record	New Entry
Edit / delete	View Entries
Alert a Vihar	Statistics → Alert Vihar
Members	More → Add Sevaks
Routes	More → Manage Routes
Contacts	More → Contacts
Analytics	More → Group Analytics
Reports	Statistics → Export
Incidents	More → Incidents

> Only the Captain can approve, edit, delete, export, add Sevaks and manage routes and contacts.

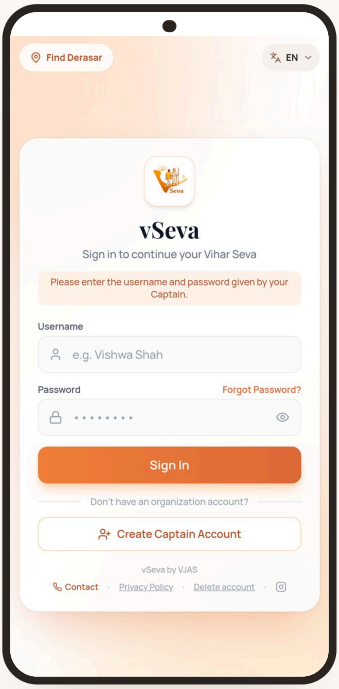
YOUR FIRST SIGN-IN.

1. **Open vSeva**
   The Android app, or **vseva.vjas.in** in your browser.

2. **Sign in**
   Username from your Captain, **mobile number** as password.

3. **Home**
   Your Sankalp ring, stats and the **Add Vihar** button.

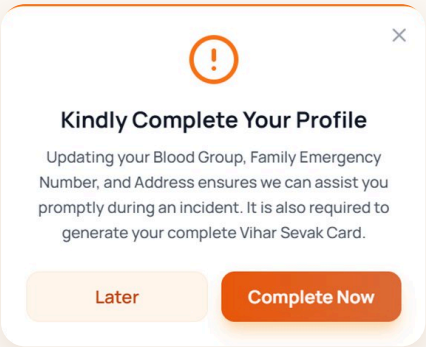
4. **Your profile**
   Tap your photo to add blood group, emergency contact and address, or change your password.



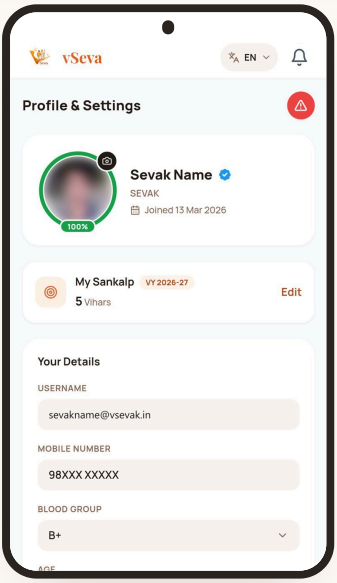
Sign in

> **Forgot your password?** Tap **Forgot Password?** and enter your username. Your Captain is notified and resets it to your mobile number.

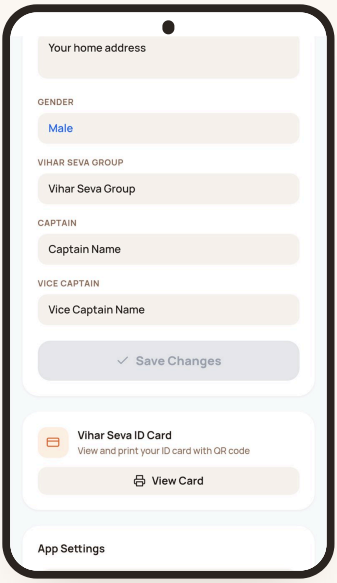
COMPLETE YOUR PROFILE TO 100%.



After you sign in, vSeva asks you to **complete your profile** until every detail is filled. Tap **Complete Now**, or **Later** to be reminded on your next visit.



The ring around your photo shows how complete you are



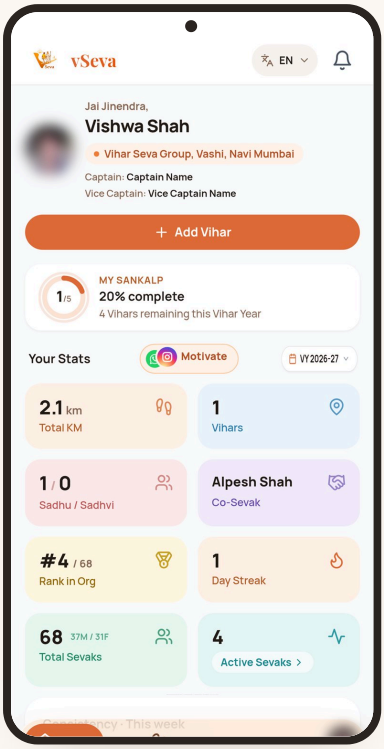
Fill **Your Details**, then **Save Changes**

The six details that make 100%

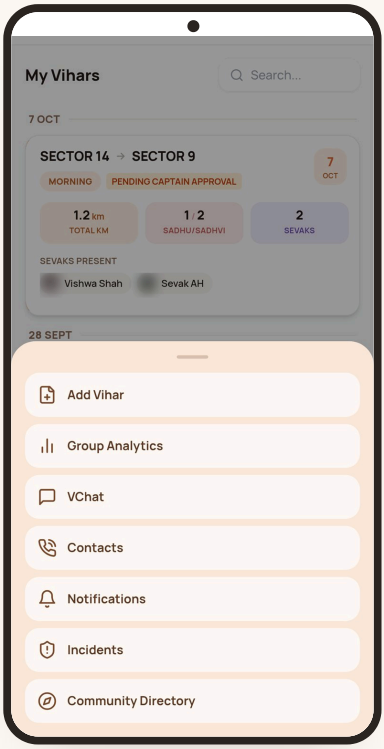
Blood group · Age · Family emergency contact name · Family emergency number · Occupation (if **Other**, add the details) · Address

Why it matters: in an incident your group can reach your family and help you quickly. Your Captain sees what is **still to fill** for each Sevak.

FINDING YOUR WAY.



Home: your Sankalp and stats

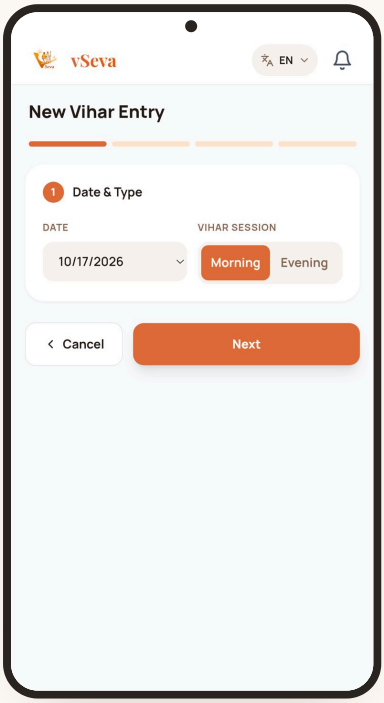


More: the rest of your tools

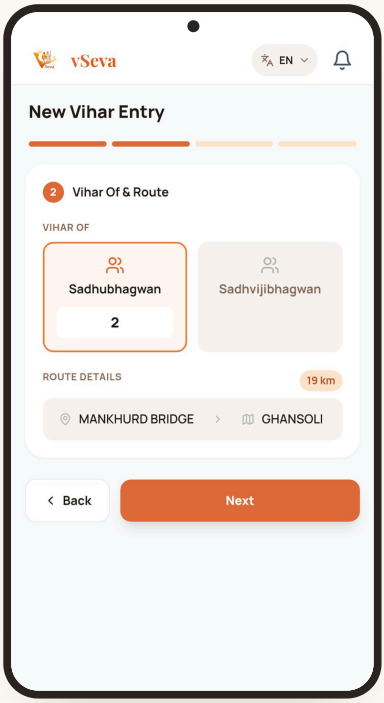
Home	Stats, Sankalp, recent activity
My Vihars	Every Vihar you were part of
More	Add Vihar, Group Analytics, VChat, Contacts, Notifications, Incidents
Your photo	Profile, Sankalp, ID card

RECORD A VIHAR
STEPS 1-2

Sevaks: **Add Vihar** on Home. Captain: **New Entry**. The same form for both.



1 · Date & Type



2 · Vihar Of & Route

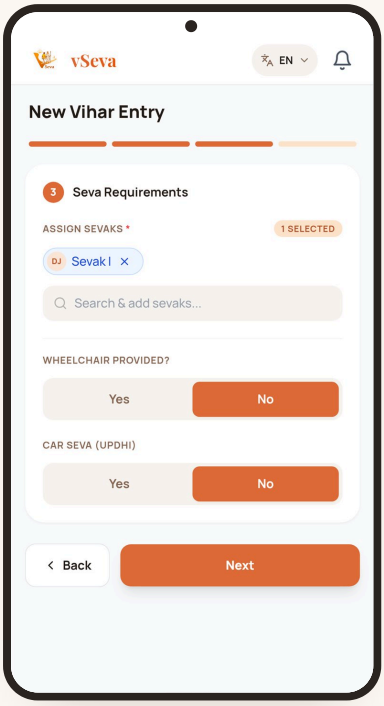
1 · Date & Type

Date (today by default) and **Vihar Session**: Morning or Evening.

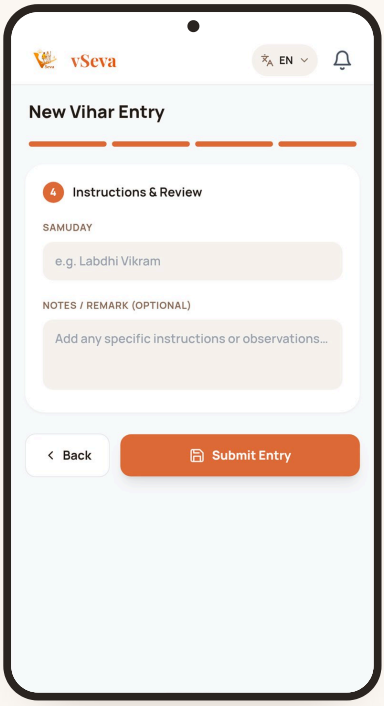
2 · Vihar Of & Route

Tap **Sadhubhagwan** and/or **Sadhvijibhagwan** and enter how many. Pick **From** and **To**; the distance appears.

RECORD A VIHAR
STEPS 3–4



3 · Seva Requirements



4 · Instructions & Review

3 · Seva Requirements

Add **every Sevak** who walked (at least one). Answer **Wheelchair** and **Car Seva (Updhi)**; if Yes, choose who.

4 · Instructions & Review

Optional **Samuday** and **Notes**, then **Submit Entry**.

> **One Sevak submits each Vihar** for everyone on it. Others should not submit it again.

AFTER YOU SUBMIT.

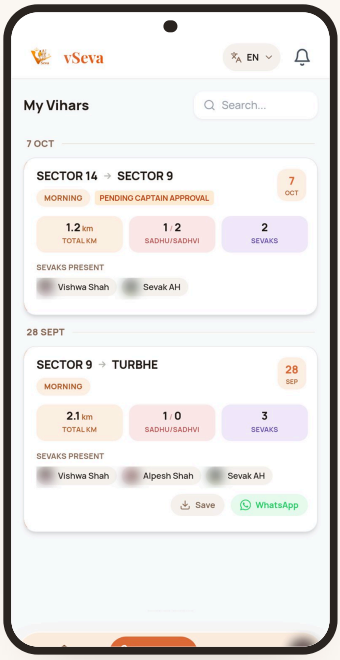
Submitted → **Pending** not counted yet → **Approved** counts everywhere / **Rejected** does not count

Sevak

In **My Vihars** it shows `PENDING CAPTAIN APPROVAL` until the Captain decides.

Captain

More → **Pending Approvals** → open it → **Approve**, **Edit Entry** or **Reject**. A rejection notifies the Sevak who submitted it.



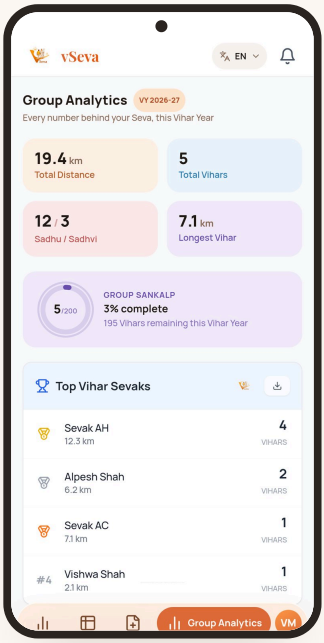
My Vihars with a pending entry

Still pending? Remind your Captain. Please don't submit it again.

READING YOUR NUMBERS.

Counted from approved Vihars in the selected Vihar Year. Change the year with the **VY** menu.

Total KM	Kilometres walked
Vihars	Number of Vihars
Sadhu / Sadhvi	Bhagwant served
Co-Sevak	Who you walk with most
Rank in Org	By Vihars, then km
Day Streak	Days in a row
Total Sevaks	Members, M / F
Active Sevaks	Did a Vihar this year
Consistency	This week, day by day



Group Analytics

Group Analytics

More → Group Analytics: totals, longest Vihar, Top Sevaks and Sevikas, last 7 days and a monthly calendar.

YOUR YEAR, YOUR SANKALP.

A **Vihar Year** runs **14 October – 13 July**. The months between are Chaturmas.

14 OCT 2026 — 13 JUL 2027 — 13 OCT

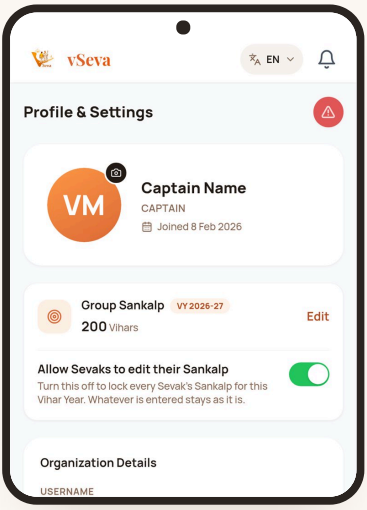
VY 2026-27 | CHATURMAS

My Sankalp

Your Vihar target for the year. It starts at **5**. Change it in **Profile → My Sankalp → Edit**. The ring on Home shows progress, like **1/5 · 20% complete**.

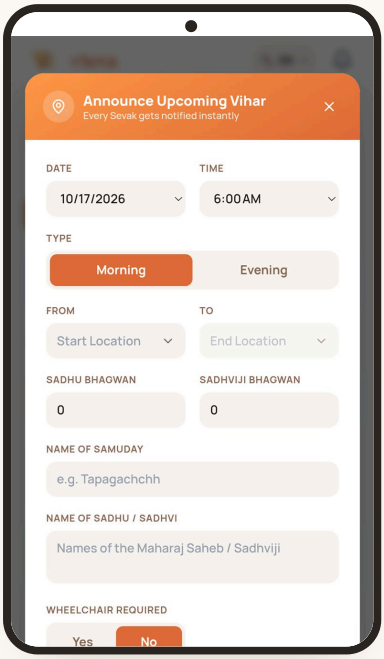
Group Sankalp

Set by the Captain for the whole group. The Captain can turn off **Allow Sevaks to edit their Sankalp** to lock everyone's target.

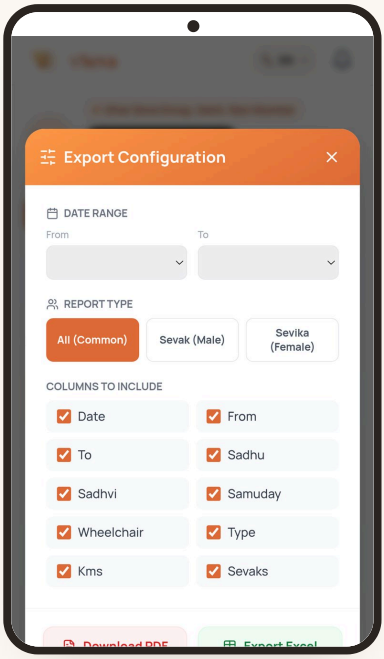


Profile & Settings: Group Sankalp

PLAN AND LOOK AFTER.



Alert Vihar



Export

Upcoming Vihar alert

STATISTICS

Date, time, route, Sadhu/Sadhvi, wheelchair, car seva, police security and an emergency contact. Everyone is notified; Sevaks tap **I'm Interested**.

Reports

EXPORT

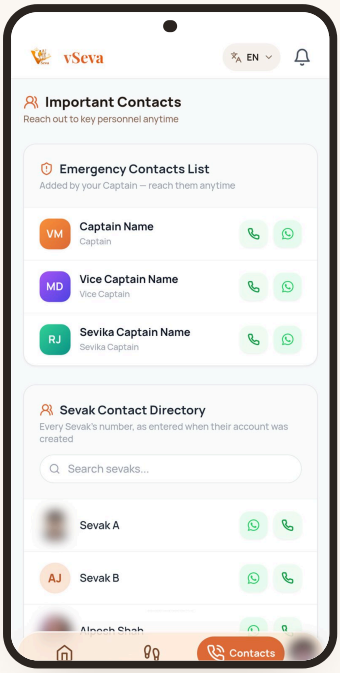
Date range, report type and columns → **PDF** or **Excel**.

Routes & incidents

MORE

Manage Routes keeps distances. **Incidents** shows reports Sevaks sent, with photos or video.

SEAMLESS CONTACT.



More → Contacts

Emergency contacts

Added by the Captain, shown to every Sevak.

Sevak directory

Search a name, then tap **Call** or **WhatsApp**.

Notifications

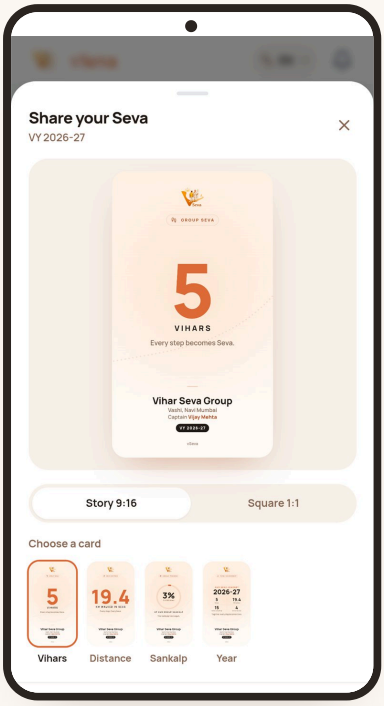
The bell shows alerts. Tap one to open the right screen.

You are notified when

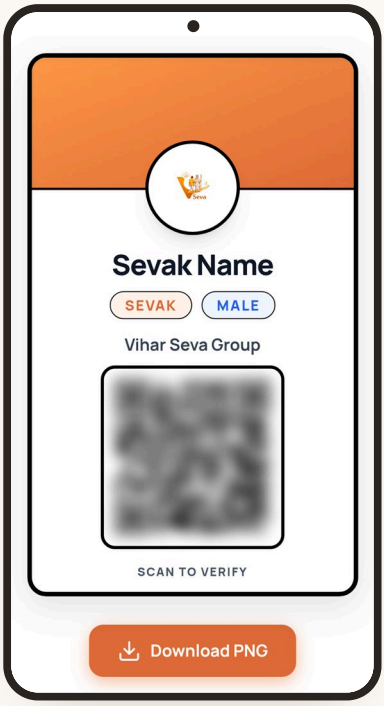
- an upcoming Vihar is announced
- your Captain records a Vihar with you in it
- a submission is not approved, or one awaits the Captain
- there is a new VChat message
- you have had no Vihar for several days

Phone alerts: Profile → Push Notifications, and allow notifications for vSeva in your phone settings.

YOUR SEVA, WORTH SHARING.



Share your Seva



Vihar Seva ID Card (QR blurred)

Past Vihars

My Vihars or **View Entries**. Each card has **Save** and **WhatsApp**.

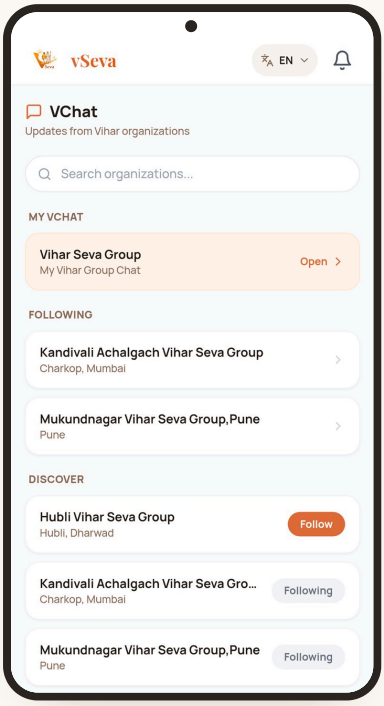
Seva cards

The share button by Your Stats: pick a card, Story or Square, then save or share to WhatsApp or Instagram.

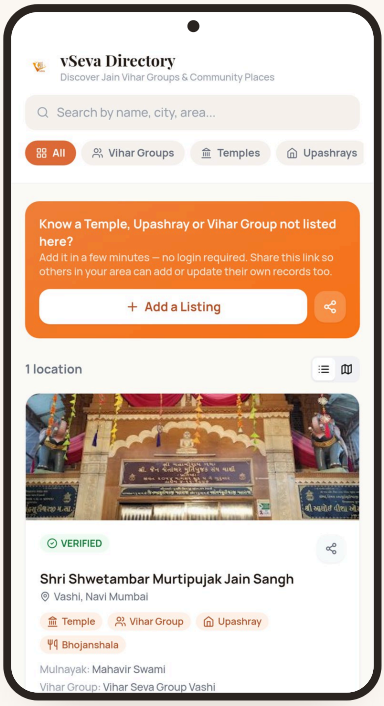
ID card

Profile → **Vihar Seva ID Card**. Its QR opens your verification page with emergency details.

BEYOND YOUR OWN GROUP.



More → VChat



Community Directory

VChat

Your group's chat. The Captain can follow other groups so members can read their updates. Messages stay 30 days.

Directory & Find Derasar

A public list of groups, temples and Upashrays; anyone can add a listing (reviewed first). **Find Derasar** lists temples near you, up to 100 km.

FAQ'S

I can't sign in.

Use the username from your Captain and your mobile number. Still stuck? Tap **Forgot Password?**

"Your session has ended."

Sign in again. Nothing you saved is lost.

My Vihar isn't in my stats.

It's probably pending. Check My Vihars, and remind your Captain.

A route is missing.

Ask your Captain to add it in Manage Routes.

My numbers changed.

Check the Vihar Year in the VY menu.

Save or Export does nothing.

In the app, pick where to send the file in the share sheet. On the web, check Downloads.

No notifications.

Profile → Push Notifications → Enable, and allow vSeva in phone settings.

Installing on iPhone?

Open vseva.vjas.in in **Safari** → Share → Add to Home Screen.

YOUR SEVA JOURNEY, BETTER ORGANIZED.

Questions, onboarding help, or bringing your group onto vSeva? We're here to help.

GUIDE & DEMO

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