QUICK START · HOW-TO 07

Photos, start to finish

How do I take, drop in and review my photos?

1. **Two ways in**
   The Photos spot under What you have, and the Photos section under Subject Property, with Open the camera and Choose photos. On a computer, drop photos on either one. On a phone, the spot says Take them now, and From your library.

2. **At the house**
   Tap Take them now. Point, tap the big white button, then tap what it is, like Kitchen. Same repeats your last label. Skip (label later) lets you pick it on the next screen. Tap Done Capturing when you finish.

3. **Your note**
   After the label, tap the microphone and say what you see. Tap again to stop: Note saved. The intern reads your note with the photo, so say what the camera can't see.

4. **At your desk**
   Drop all your photos at once on the Photos spot. For each one, tap a quick pick, or Something else for the whole list, or name it yourself. Then Next photo. Short on time? Do the rest later.

5. **The read**
   Open the Photos section and tap Analyze my photos. The button counts as it goes, and each photo moves to its own section once it is read.

6. **Where each one goes**
   Rooms: Unit Interior, each under its own room, where you set its floor. The rest: PhotoPilot, one card per section, each saying what every report needs, what this report needs, and what's optional. Needed is a photo you still owe.

7. **The viewer**
   Tap any photo: What it is, then the Caption, drafted in teal, with Keep and a counter for the letters your report program prints. What I read: each feature and how sure it is. Keep, Keep all, or Remove. Damage or defects drafts where it is and what it is.

> **WHAT TRIPS PEOPLE UP**
> A photo you didn't label is filed where the intern thinks it goes: check What it is. A note added after a photo was read changes nothing until you tap Redraft with my note. A Needed spot is a photo the new report still requires.

> **ALWAYS YOURS**
> Whether a defect affects soundness or structural integrity, and what should be done: those two are your call, so the intern never answers them. Every caption and feature is a draft until you keep it.

Source: Fannie Mae and Freddie Mac, UAD 3.6 Job Aid: Photo and Image Requirements, v1.0, June 23, 2026. p. 1: "If a required photo is missing, the report is considered incomplete." Required Photos: Site, "Property Access (Street Scene)" (p. 2); Dwelling Exterior, "Dwelling Front" (p. 3); Unit Interior, "All kitchens", "All bathrooms", "Main living areas of the property (such as living room, family room, dining room, all bedrooms, etc.)" (pp. 3 to 4).