FIELD GUIDE 02

JPEG-to-Delivery Blueprint

From complete camera brackets to a checked, usable delivery. Keep the originals, control the handoffs and inspect the finished files.

A practical system. A useful next step.

Use the steps, keep the checklist and adapt the plan to the property, your equipment and the agreed brief.

Scott Prokop / RE Media Systems

OCTOBER 2026 | 6 PAGES

01 / PROTECT THE JOB

Give every job a clear home

Scott uses JPEG files with AutoHDR, followed by quality control. This plan starts after photography capture; it does not add editing to the 30-minute shoot budget.

Connect the right Dropbox account

Create AutoHDR at the top level of Dropbox. Give each property its own address folder. Connect Dropbox in AutoHDR's account settings before adding capture files.

Scott's Dropbox layout

AutoHDR

- **123 Main Street**
  - **01-RAW-Photos**
  - **02-Floor-Plans**
  - **03-RW-Video**
  - **04-FINAL-Photos (created by AutoHDR)**

Put camera JPEGs in 01-RAW-Photos. Keep floor plans and video in their own folders. AutoHDR creates 04-FINAL-Photos automatically; do not create it yourself. RAW is the input folder label, while Scott captures JPEGs.

Verify before reusing cards

Copy the camera files to the job folder and a second storage location. Compare counts and sample-open files from both copies. Keep the card until you have verified the copies; a cloud-processing project is not your backup.

Check the actual capture

Scott confirms three frames, 2 EV apart, handheld, with Auto ISO and a camera-dependent ceiling up to 12,800. Check complete sets, the slowest exposure, focus and important highlights. Adjust to the actual light and equipment.

> Treat capture, processing, quality control, export and delivery as separate checkpoints. A fast upload is not proof of a finished job.

02 / AUTOMATE THE HANDOFF

Let Dropbox start the edit

With the connection and exact folder layout in place, new files in 01-RAW-Photos trigger automatic import and processing. Edited photos return to 04-FINAL-Photos in the same property folder.

- ☐ Confirm the intended Dropbox connection and exact folder names. Review enabled services and automatic credit use before adding a job.
- ☐ Copy complete JPEG bracket sets for one property into its watched folder. Verify a separate backup first; adding files starts a processing workflow.
- ☐ Let Dropbox finish syncing all capture files. Seeing files locally does not prove that every bracket has reached the cloud.
- ☐ Check the property and processing status in AutoHDR. Reconcile input files, expected compositions and returned results as different counts.
- ☐ Confirm the edited images arrive in the correct property folder. Preserve the untouched camera files.
- ☐ Complete the QC review before sharing a client link. A file arriving in 04-FINAL-Photos is not a recorded human approval.

Allow for sync, intake and processing

AutoHDR's current FAQ describes an intake wait of about 20 minutes after the last upload. Processing and return sync add time. Check the current job status rather than promising an instant or fixed turnaround.

If a job does not appear, check folder names, completed Dropbox sync, the connected account and AutoHDR status before submitting again. Processing, QC and delivery are outside the 30-minute capture budget.

03 / REVIEW BEFORE DELIVERY

Use the AutoHDR QC builder

Open the linked QC builder. Select the relevant checks, refine the instructions, add your branding and preview the checklist. Adapt it to the assignment; default suggestions are not automatic approval.

- ☐ Coverage: reconcile agreed rooms, output count and useful compositions. Remove accidental duplicates.
- ☐ Light and windows: compare interior and exterior brightness, shadow detail and highlight texture. Inspect window masks, glare and edge halos.
- ☐ Blend and AI defects: inspect moving foliage, doubled edges, distorted cabinetry, irregular textures and implausible composites.
- ☐ Image finish: review focus, shadow noise, colour consistency and natural perspective at useful magnification.
- ☐ Distractions: inspect personal items, cables, screens and equipment reflections. Apply only corrections appropriate to the agreed brief.
- ☐ Optional treatments: review staging, grass changes or twilight only when requested. Check scale, edges and lighting; record agreed alterations and disclosures.

Correct, then inspect again

Use exposure and colour sliders or perspective controls for ordinary adjustments. Where needed, use AI Re-Edit or an appropriate removal tool, then check for new defects. Keep permanent features and actual property conditions faithful.

Automation does not replace judgement. If no source exposure holds the needed detail, an edit cannot reliably recover it. Accept the result, revise it or arrange the appropriate remedy before client delivery.

04 / EXPORT AND DELIVERY

Deliver what the client can use

Create the final export for a verified destination. A platform's requirements take priority over a remembered preset.

Confirm the output brief

Record file type, dimensions, colour space, file-size limit, watermark requirements, image count and any separate print or web set. Use the client's or listing platform's current requirements.

Export from the checked version

Select only approved images. Use a consistent naming pattern tied to the job. Keep different output sizes in labelled subfolders and preserve the checked working version separately.

Open the actual exported files

Check a sample from the delivered folder, including difficult frames. Verify orientation, dimensions, crop, filenames, colour and count. Changes in export settings can affect the final files even when the working image looked correct.

Test the delivery path

Open the client-facing gallery or download link in a visitor view. Confirm the right job, permissions, download options and any expiry. Match your delivery message to the actual completed scope and agreed timing.

Leave a useful record

Note the delivery date, version, destination and any agreed revision. Keep the originals and finished outputs according to the retention arrangement you actually offer; avoid promising indefinite storage.

KEEP BESIDE YOUR DESK

The release checklist

Do this before pressing send on the delivery message.

- ☐ Correct property and job code. Originals copied and checked.
- ☐ Complete bracket sets and expected coverage reconciled.
- ☐ Processed results reviewed as a set and at full magnification where needed.
- ☐ Required corrections complete; alterations approved and recorded where appropriate.
- ☐ Export requirements verified; final files opened and checked.
- ☐ Visitor download tested; client gets the right version and clear access instructions.

One change to try on the next job

Write down where a handoff became unclear. Improve that checkpoint before adding another automation. Keep speed tied to a checked result.

AutoHDR: Dropbox setup and exact folder names

https://knowledge.autohdr.com/get-started/dropbox/setup

AutoHDR: build your quality-control checklist

https://knowledge.autohdr.com/qc-builder

AutoHDR: sync timing and troubleshooting

https://knowledge.autohdr.com/faqs

RE Media Systems: the photos-only capture plan

https://remediasystems.com/30-minute-shoot-blueprint/

Prepared October 2026. Product controls and destination requirements may change. Follow the current service instructions and your agreed client brief.