This lesson examines the process of assigning the same cost field and same cost value to all Market / OOH Company / Product combinations

## Assigning shared cost

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To define the same cost inputs for all available inventory, use the *Shared Cost* box at the bottom of the *View/Edit Detail* tab.

1. To select the kind of costing, click the *Cost Field* box. Adrop-down list appears.

2. Select the cost field, e.g. 4 Wk Face Cost. The drop-down list will close.

3. Select the **Cost Value** box to enter a cost amount. The amount can be entered by keyboard or adjusted by clicking the up and down buttons.

4. Select the Apply Cost button

## Results: same values in the Cost Field and Cost Value columns

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Flighting	Campaign Lengths						Plan Type			
Flighting	Common # of weeks for all products 4, 8			Different # of weeks for some products			Multiple Levels			
Plan #1										
Select Inventory	Product Market CMA : Montreal Operator : Astral	Objective	Level	Avg Daily Circ 5+	Cost Field	Cost Value	<u> </u>			
View/Edit Summary	Horizontal Posters Street Furniture (68x-	Daily GRPs 47) Daily GRPs	<ul><li>✓ 25</li><li>✓ 25</li></ul>	<ul><li>49795</li><li>17026</li></ul>	4 Wk Face Cost 4 Wk Face Cost	<ul><li>✓ 5000</li><li>✓ 5000</li></ul>				
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After a delay of a few seconds, all the inventory will be changed to have a 4-Week Face Cost of 5,000.