University of Central Oklahoma

Steps to Using NHIDIST

Type in the form name: NHIDIST
Enter COA: 1
Enter ORGN: 010016

Control Page Down

This section requires you to hit the F8 key to gather information after you enter your criteria.

You will use the bottom scroll key to enter the FY information.

Then hit F8

Go to your options key and use data extract to pull the information into an excel spreadsheet.

You can manipulate the information as needed.