**Overview**

This document details how to setup usage data collection for on-prem MCMs. For customers in EMEA, we need to have explicit permission to install the script because the usage data is pushed to Amazon Redshift. There are two scripts, usage-to-gainsight.ps1 (PowerShell), and usage-to-gainsight.sql that get deployed to each MCM then set to run daily in the Windows Task Scheduler.

**Prerequisites**

* Be able to login to the MCM as Administrator and have the password handy for that account (so the Task Scheduler can be setup).
* The MCM must have at least 1 GB of free disk space. The first run of the usage collection can temporarily create 500 MB of CSV files (which are deleted within approximately 60 seconds). The daily runs of the usage use far less space (max 2 MB). If there is less than 1 GB of free disk space, do not proceed.
* You must know the external FQDN of the MCM and whether it differs from the Control Panel -> System settings. Step 2a below will validate this.
* The MCM must be able to reach <https://app.gainsight.com/v1.0/admin/connector/job/bulkimport> (will return JSON with result: false when you try to access via browser). If you do not get a response, the MCM cannot reach Gainsight. Do not continue.
* MCM should be running on Windows Server 2008 R2 (or higher) and PowerShell 2.0 (or higher).
* Must be able to transfer the scripts, usage-to-gainsight.ps1 and usage-to-gainsight.sql to the file system of the MCM. Note: the PowerShell script (the former) cannot be emailed with the extension “.ps1” as Outlook will strip it. Temporarily rename it to usage-to-gainsight.txt.
* Assumes the MCM is running PostgreSQL 9.3 with executables in C:\Program Files (x86)\PostgreSQL\9.3\bin. Please adjust the path on line 68 of usage-to-gainsight.ps1 if **psql** is located elsewhere.

**Steps to install**

1. Transfer usage-to-gainsight.ps1 and usage-to-gainsight.sql to C:\Users\Administrator\Documents on the MCM.
2. Edit usage-to-gainsight.ps1 using Notepad
   1. Change the time zone on line 10 of usage-to-gainsight.ps1 to a value from Table B-6 on <https://www.postgresql.org/docs/8.1/static/datetime-keywords.html>. Note: please use the time zone where the primary customer (champion) is rather than the end-users. Do not use the abbreviated time zones like “EDT” because you have to change it when time shifts from Daylight Savings to Standard Time.
   2. If you need to change the path to **psql**, edit line 11.
3. Open **Windows PowerShell** on the MCM (not Command Prompt) then
   1. Type **Set-ExecutionPolicy Unrestricted** and hit **Enter**.
   2. Type **C:\Users\Administrator\Documents\usage-to-gainsight.ps1** and hit Enter. Look for “Successfully uploaded usage<n>.csv” in the output. If you see “Failed to upload”, contact Nate Stuyvesant.
4. Open **Control Panel** -> **Administrative Tools** -> **Task Scheduler**
   1. **Action** menu -> **Create Task**
      1. In the **Create Task** dialog, set the **Name** field to **Upload Usage**
      2. Check **Run whether user is logged on or not**
      3. Click the **Triggers** tab
      4. Click **New…** button
      5. Select the **Daily** radio button and select a convenient time to run the script (doesn’t matter but better if it’s not when the MCM gets upgrades)
      6. Check **Enabled** then click **OK**
      7. Click the **Actions** tab
      8. Click **New…** button
      9. Type **Powershell** in the **Program/script** field
      10. Type **C:\Users\Administrator\Documents\usage-to-gainsight.ps1** in the **Add arguments** field
      11. Type **C:\Users\Administrator\Documents\** in the **Start in (optional)** field.
      12. Click **OK** button for the **New Action** dialog
      13. Click **OK** button for the **Upload Usage Properties (Local Computer)** dialog

That’s it. You’re done!