How to ensure Tools exist only in the folder within user's "My apps"

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In some scenarios, tools may end up as icons both inside and outside a folder in users' "My Apps". There are different ways to solve this, depending on the order in which templates and tools have been assigned. Below describes how you can fix it:

If the template is already created and assigned:

1. Go to tool management
2. Withdraw the assignment of the tools you want in the folder.
3. Then reassign the tools to the users in Tool Management

If the template has not already been created/assigned:

1. Go to tool management
2. Withdraw the assignment of the tools you want in the folder.
3. Create the template with one or more folders.
4. Place the tools in their respective folders.
5. Assign the template to the users.
6. Assign the tools to the users in Tool Management.